
Teamwork for Excellence



P L A N O
Independent School District

Substitute Handbook

2015 – 2016

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

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

August 2015


A Message from the Director:

Dear Substitute,

Thank you in advance for serving the students and staff of Plano ISD as a substitute! Substitutes play an essential role in the operations of Plano ISD by ensuring continuity of instruction, programs, and services in the absence of a regular staff member. We understand the substitute work experience is different from that of a typical staff member and greatly appreciate your flexibility and dedication to our district. It is our hope that you enjoy serving in this integral role in our classrooms and offices. Your commitment and effort to providing an excellent experience to all who come in contact with you is greatly valued.

Please contact the Substitute Office at substitute@pisd.edu if we may be of assistance. We enjoy hearing from you and encourage you to provide feedback!

Sincerely,



Suzanne Drotman
Director of Compensation and Employee Records

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PISD General Information

**PLANO ISD SCHOOL CALENDAR
2015-2016**

Updated Apr. 10, 2015

Early Childhood Hours:

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

Elementary Hours: 7:45 a.m.-2:45 p.m.

Middle School Hours: 8:30 a.m.-3:30 p.m.

High School and Senior High School: 9:00 a.m.-4:15 p.m.

Health Sciences Academy & IB World School: 9:00 a.m.-4:15 p.m.

Plano ISD Academy High School: 9:30 a.m.-4:30 p.m.

TBD	Teacher Work Day
August 24 (Monday)	First Day of Classes
September 7 (Monday)	Labor Day (Student / Teacher Holiday)
October 12 (Monday)	Student Holiday/Teacher Conference Day
November 23 - 27	Thanksgiving Holiday (Student / Teacher Holiday)
♦ December 18 (Friday)	Last Day for Students / ELEMENTARY EARLY RELEASE
December 21 - January 1	Winter Break (Student/Teacher Holiday)
January 4 (Monday)	Professional Development Day (Student Holiday)
January 5 (Tuesday)	Classes Resume
January 18 (Monday)	Martin Luther King, Jr.'s Birthday Observance (Student / Teacher Holiday)
February 15 (Monday)	Professional Development Day (Student Holiday)
March 7 - 11	Spring Break (Student / Teacher Holiday)
March 25 (Friday)	Student/Teacher Spring Holiday / 1st Inclement Weather Day
May 27 (Friday)	Professional Development Day (Student Holiday) / 2nd Inclement Weather Day
May 30 (Monday)	Memorial Day (Student/Teacher Holiday)
♦ June 3 (Friday)	Last Day of Classes for Students / ELEMENTARY EARLY RELEASE
TBD	Graduation

Early Release Legend

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

Early Childhood Schools' Early Release Schedule
♦ P.M. session will not meet

Dismissal time specific to each campus.

First inclement weather day: March 25

Second inclement weather day: May 27

ELEMENTARY

End of First Grading Period	October 16	38 days
End of Second Grading Period	December 18	40 days
TOTAL DAYS		78 days
End of Third Grading Period	March 18	47 days
End of Fourth Grading Period	June 3	52 days
TOTAL DAYS		99 days

SECONDARY

End of First Grading Period	September 29	26 days
End of Second Grading Period	November 5	26 days
End of Third Grading Period	December 18	26 days
TOTAL DAYS		78 days
End of Fourth Grading Period	February 19	33 days
End of Fifth Grading Period	April 15	33 days
End of Sixth Grading Period	June 3	33 days
TOTAL DAYS		99 days

Grand Total Days: 177 days

CAMPUSES

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

Level	Grade	# of Campuses	Student Hours	Substitute Hours
> Elementary				
Early Childhood	Pre-K	3	Beaty, Isaacs & Pearson 8:15 a.m. - 11:00 a.m. 12:30 p.m. - 3:15 p.m.	Beaty, Isaacs & Pearson 7:30 a.m. - 4:00 p.m.
Head Start Program			8:00 a.m. - 1:45 p.m.	7:15 a.m. - 3:45 p.m.
Elementary Schools	K-5	44	7:45 a.m. - 2:45 p.m.	7:15 a.m. - 3:45 p.m.
> Secondary				
Middle Schools	6-8	13	8:30 a.m. - 3:30 p.m.	8:00 a.m. - 4:30 p.m.
High Schools	9-10	6	9:00 a.m. - 4:15 p.m.	8:30 a.m. - 5:00 p.m.
Academy High School	9-12	1	9:30 a.m. - 4:30 p.m.	8:30 a.m. - 5:00 p.m.
Senior High Schools	11-12	3	9:00 a.m. - 4:15 p.m. Zero Hour Classes at Sr. High begins at 8:00 a.m.	8:30 a.m. - 5:00 p.m. 7:30 a.m. - 4:00 p.m.* *For Zero Hour
> Special Programs				
Special Programs Centers	K-5	1	7:45 a.m. - 2:45 p.m.	7:15 a.m. - 3:45 p.m.
	6-8		8:30 a.m. - 3:30 p.m.	8:00 a.m. - 4:30 p.m.
	9-12	1	8:30 a.m. - 3:45 p.m.	8:00 a.m. - 4:30 p.m.
Total		72		

INCLEMENT WEATHER

The following information is provided to assist substitutes in determining whether or not to report to a campus on an inclement weather day. Please note that student and staff safety is our first priority. The decision to cancel school is a very important one and is made only after thorough consideration. If information is not posted via the methods below, assume that school will open as usual.

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

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

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

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

Other media: Closings for inclement weather are posted on the district's home page at www.pisd.edu (under the scrolling photos) as soon as the decision to close schools has been made. Notification is also made through the following communication tools in addition to our homepage announcement:

-Social Media: Facebook (www.facebook.com/PlanoISD) and Twitter (www.twitter.com/Plano_Schools). Messages will immediately be posted to these pages. You do not have to sign up for Facebook or Twitter to view the pages; however, followers will receive instant updates to their newsfeeds. There are links on the Plano ISD homepage to both the Plano ISD Facebook and Twitter pages.

- Plano ISD TV Channel: Emergency messages and updates will be posted in real time on channel 33 (Verizon FIOS) and channel 99 (Time Warner Cable).

Inclement weather that may exist in this area includes:

- Tornadoes
- Thunderstorms and high winds
- Flash floods
- Heavy snow or ice storms
- Heat wave, ozone alert, and drought

Substitutes **will not be paid** for job assignments on school days that have been cancelled due to inclement weather.

Employment

QUALIFICATIONS

All substitute teachers must hold a minimum of a bachelor's degree and provide an official transcript conferring the degree. Based on the current needs of the district, teacher certification may also be required. Non-certified substitute teachers may also be utilized on an as-needed basis. All substitute paraprofessionals must provide a copy of a high school diploma or GED, or an official transcript, if applicable. Individuals holding a foreign degree must have degree transcripts evaluated by an accredited [international degree equivalency evaluator](#) acceptable to the district and meet the current criteria for substitute teachers.

EMPLOYMENT REQUIREMENTS

Employment of substitutes is initiated according to the current needs of Plano ISD and the qualifications of the applicant. The district may give preference to the employment of substitute teachers who hold a valid teaching certificate.

Individuals seeking employment as a substitute in Plano ISD are required to complete an online application for substituting. Based on a review of the online application and the current needs of the district, candidates are notified via email if they are selected. Applicants selected as substitute candidates are required to be fingerprinted in accordance with Senate Bill 9 before attending a substitute orientation. The fingerprinting cost is between \$45 and \$55. Substitute candidates selected for employment will be notified regarding their orientation meeting. Additional forms and appropriate processing will be required before employment.

TRS CREDIT FOR SUBSTITUTES

Services rendered as a substitute may qualify for service credit with the Teacher Retirement System of Texas provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas for further information. For more information, visit the [Teacher Retirement System of Texas website](#).

Substitute work may also qualify as credible TEA experience if a substitute has a teaching certificate while substituting. For more information, visit this [TEA website](#).

WORK REQUIREMENT

In order to remain active as a substitute within Plano ISD, all must work the equivalent of, at minimum, ten full days each school year. The requirement can be met by working full days, half days, or a combination thereof. Substitutes who do not meet the above requirement will be removed from the Plano ISD substitute system after the completion of a school year and will be required to reapply with no guarantee of continued employment. It is difficult to give substitutes any estimate of how often he/she will be called/be working. It will depend on factors such as the substitute's preparation and qualifications compared to the district's needs, time of year, and success of each substitute in an assignment.

TRS RETIREES

An employee retired from a Texas school district, currently drawing annuity and benefits from TRS, may substitute as many days as desired following one complete calendar month of non-work. Substitute compensation for retired Texas school district employees will be the usual and customary pay established for substitutes in the District. For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, the retiree is not a substitute for TRS purposes. Individuals are responsible for contacting TRS to identify any ramifications, such as loss of benefits that may occur due to employment as a substitute.

RENEWAL PROCESS

Each spring, substitutes who have met the work requirement are asked to renew their status as a substitute for the upcoming school year. Instructions including how to renew and renewal meeting schedules are distributed electronically at a designated time. Renewal is a two-step process: substitutes must renew online and attend their scheduled meeting.

If a substitute does not complete both steps by the predetermined deadline, the substitute will be separated from employment with Plano ISD.

SUBSTITUTE EVALUATIONS

Administrators may complete an evaluation based on a substitute's performance in the assignment at campuses/departments.

Negative evaluation reports submitted to Human Resources will result in the substitute no longer being able to accept assignments at the specified campus.

Substitutes have ten (10) days to submit a written response to the campus administrator regarding the evaluation. Written responses do not necessarily result in the evaluation being removed, but are attached to the evaluation in the substitute's file.

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

SUBSTITUTE RESPONSES

Substitutes who wish to communicate information related to an assignment may do so by completing and submitting a response form (p. 33) to the principal/campus administrator. A copy may also be sent by the substitute to the Human Resources office (Attn: Compensation and Employee Records) for placement in the substitute's personnel file.

REMOVAL FROM THE SUBSTITUTE SYSTEM

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

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

- Unsatisfactory performance as noted in a substitute evaluation report submitted by a principal/campus administrator, as stated above.
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities.
- Multiple cancellations by the substitute less than 24 hours before the day of an assignment.

Substitute Compensation and Benefits

SUBSTITUTE PAY RATES

Teacher Daily Rate:

Any Assignment -	\$96.00 per day
Single Assignment - (21 days or longer) -	\$228.00 per day

Must be requested by the campus and pre-approved by Human Resources.
Single assignment pay is not guaranteed.

Paraprofessional Daily Rate:

Any Assignment -	\$9.00 per hour
Single Assignment - (21 days or longer) -	\$10.00 per hour

Must be requested by the campus and pre-approved by Human Resources.
Single assignment pay is not guaranteed.

Note:

- **Temporary Support Special Education Teacher** **\$96.00 per day**
- **Temporary Support Special Education Aide** **\$9.00 per hour**

The Special Education department establishes the rate of pay for special education “temporary support assignments” and these assignments do not qualify for the single assignment (21 days or longer) rate of pay.

Before accepting an assignment, it is the substitute’s responsibility to verify with the office manager if single assignment pay is being offered. The higher rate of pay is not guaranteed; it must be requested by the campus and pre-approved by Human Resources.

Additional Pay Information:

The pay rate for half-day assignment is one-half the daily rate for teachers and four (4) hours for paraprofessionals.

Substitute pay is by direct deposit only and statements are available online at the following link: esc.pisd.edu.

It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each campus/building. If there are any discrepancies in the amount of your check and the number of days worked, the substitute should contact the appropriate campus in which they worked during the pay period to be sure the number of days/hours worked have been reported correctly.

Substitute hours may be different from student hours. Substitutes are required to meet the specific hours for the job assigned. Substitutes are paid for 8 hours of work with a ½ hour unpaid lunch.

PAYROLL SCHEDULE

It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each building. **All questions regarding substitute pay are to be addressed to these offices: first to the school/campus, then to the payroll office (if needed) at (469) 752-8128.** It is the substitute's responsibility to review his/her pay stub for any discrepancies in the amount of the pay or number of days worked. All paystubs are available online through the Employee Service Center (esc.pisd.edu).

REPORTING PERIOD	PAYDATE
May 24, 2015 – June 6, 2015	June 18, 2015 * Summer Hours
June 7, 2015 – June 20, 2015	July 2, 2015 * Summer Hours
June 21, 2015 – July 4, 2015	July 16, 2015 * Summer Hours
July 5, 2015 – July 18, 2015	July 31, 2015
July 19, 2015 – August 1, 2015	August 14, 2015
August 2, 2015 – August 15, 2015	August 28, 2015
August 16, 2015 – August 29, 2015	September 11, 2015
August 30, 2015 – September 12, 2015	September 25, 2015
September 13, 2015 – September 26, 2015	October 9, 2015
September 27, 2015 – October 10, 2015	October 23, 2015
October 11, 2015 – October 24, 2015	November 6, 2015
October 25, 2015 – November 7, 2015	November 20, 2015
November 8, 2015 – November 21, 2015	December 4, 2015
November 22, 2015 – December 5, 2015	December 18, 2015
December 6, 2015 – December 19, 2015	December 31, 2015
December 20, 2015 – January 2, 2016	January 15, 2016
January 3, 2016 – January 16, 2016	January 29, 2016
January 17, 2016 – January 30, 2016	February 12, 2016
January 31, 2016 – February 13, 2016	February 26, 2016
February 14, 2016 – February 27, 2016	March 11, 2016
February 28, 2016 – March 12, 2016	March 24, 2016
March 13, 2016 – March 26, 2016	April 8, 2016
March 27, 2016 – April 9, 2016	April 22, 2016
April 10, 2016 – April 23, 2016	May 6, 2016
April 24, 2016 – May 7, 2016	May 20, 2016
May 8, 2016 – May 21, 2016	June 3, 2016
May 22, 2016 – June 4, 2016	June 16, 2016 * Summer Hours

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

BENEFITS: MEDICAL PLANS OFFERED TO SUBSTITUTES

A substitute who regularly works 10 or more hours per week may be eligible for coverage under a TRS-ActiveCare medical plan. The district does not contribute to the premium cost for substitutes, so you would be responsible for the full premium amount. Only medical plans are available to substitutes – not dental, vision, or other types of plans.

For details about the premium amounts, benefits, and enrollment rules for the TRS-ActiveCare medical plans, please visit our web site www.pisd.edu/benefits and click on the link for “Part-Time Benefits,” or you may contact the PISD benefits department for printed information.

When can I enroll?

- Within 31 days of becoming eligible (starting to regularly work 10 or more hours per week); OR
- Within 31 days of a qualifying change in status (for example, an involuntary loss of other coverage); OR
- During the annual open enrollment period in August (prior to the September 1 start of the new plan year).

Because of the deadlines for each of these situations, it is extremely important that you contact the benefits department immediately if you qualify to enroll.

What do I need to do?

- If you want to enroll in coverage, contact the benefits department within the timelines stated above so we may assist you with the enrollment process.
- If you do not contact the benefits department, you have waived coverage. You may enroll in coverage later if any of the three situations listed above occur.

If I enroll, when would coverage terminate?

- On the last day of the month in which you stop working 10 or more hours per week.

If you have any questions regarding the medical plans or you would like to enroll in coverage, please contact us:

By E-Mail: benefits@pisd.edu

By Phone: (469) 752-8138

In Person: Sockwell Center, 6301 Chapel Hill Blvd, Plano, TX, 75093

Monday – Friday, 8:00 a.m. – 5:00 p.m.

(Chapel Hill is west of the Tollway, between Park Blvd and Parker Rd)

CONTACT US

If you have questions, please contact the Substitute Office at substitute@pisd.edu. If you need to contact us by phone, you may call (469) 752-8139 or (469) 752-8219. 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 quicker we can research the issue and respond with an answer to your query. Whether communicating with a phone call or an e-mail, always include your name, employee ID, and phone number along with your question or concern.

When the Substitute Office communicates with all substitutes, we often use email. Add substitute@pisd.edu to your "contacts" in your email provider's address book so that our emails are less likely to go to spam/junk.

Substitute Duties and Responsibilities

DUTIES & RESPONSIBILITIES OF SUBSTITUTE TEACHERS/CLASSROOM ASSISTANTS

GENERAL

EXPECTATIONS

Substitutes are expected to be actively engaged and attentive during their assignment. The substitute is expected to perform the duties, both curricular and extra-curricular, of the regular teacher or classroom assistant. The substitute will preserve the regular routine and follow the lesson plans left by the absent staff member, unless otherwise instructed by the team leader or campus administrator. The substitute teacher or classroom assistant will not leave the building during the day without notifying the team leader or office secretary and complying with the district policy regarding signing out during the day. Personal items (books, newspapers, cell phones, and other electronic devices) must be turned off and stowed away during the day. Students must have full-time supervision. Substitutes must never leave students unattended.

ASSIGNMENT CANCELLATION

If substitutes must cancel an assignment, they must notify the school's office manager and/or staff member for whom they are substituting as soon as they are aware no later than the day before the assignment.

Last minute cancellations (less than 24 hours before the start time) by substitutes should be avoided. If a substitute finds him or herself unable to report to an assignment less than 24 hours before the start time, he/she should contact the relevant office manager immediately. Cancellations by substitutes place a burden on the campuses and impact student instruction. Last minute cancellations *not* accompanied by communication to the campus may result in a negative substitute evaluation. These cancellations are monitored, and a history of excessive last minute cancellations is grounds for termination.

Assignments may not be cancelled to pick up another assignment for the same day. This may also result in a negative evaluation.

ASSIGNMENT RESPONSIBILITIES

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

A short summary of the day's activities must be prepared and left for the regular teacher. A substitute, serving in a long-term assignment, may be asked to assume the role and responsibilities of the regular teacher. These duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

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

COLLECTION OF MONIES

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

CELL PHONES, TABLETS, & OTHER ELECTRONIC DEVICES

Cell phones, tablets, and personal electronic devices must be turned off and stowed away during the day.

CLASSROOM MATERIALS

Substitutes should not bring any outside materials to class for the lessons. Teachers/classroom assistants will provide all information and materials necessary to conduct the lessons. If classroom materials are not available, notify the team leader, department head, and/or administration immediately.

LAST MINUTE ASSIGNMENTS

Substitutes accepting last minute assignments must contact the office manager to ensure the assignment has not already been filled.

ASSIGNMENT SELECTION

Substitutes should be cautious in accepting assignments that are beyond their realm of qualification and should use discretion.

DRESS CODE

Substitutes are required to dress in a manner that reflects a professional appearance while appropriate for the position for the employee's specific job assignment. Substitutes shall exhibit exemplary grooming where cleanliness and appearance are concerned. Substitutes are professionals and should dress and behave accordingly.

As a best practice, a woman should wear outfits in which she can walk, bend down, stoop over, and write on the board with ease and with zero risk of indecent exposure. A man should consider wearing a shirt and tie; if you find yourself "overdressed" for the assignment, you can always roll up your sleeves or remove the tie.

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

PROHIBITED ITEMS

The following are prohibited on school district property: tobacco products of any type, or electronic cigarettes, illegal drugs, alcoholic beverages, firearms, knives or weapons as defined in District policy.

PROFESSIONAL ETHICS

Substitutes must serve as positive role models for the students of Plano ISD. All individuals serving as a substitute for the district shall comply with all Plano ISD Board Policies, including but not limited to "Standards of Conduct" DH (LEGAL), DH (LOCAL), and DH (EXHIBIT). All Plano ISD policies are located online at: <http://pol.tasb.org/Home/Index/312>.

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

Substitutes must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act). This includes, but is not limited to, handwritten documents, print records and/or communications, audio/video recordings, CDs, films, electronic records and/or communications, microfilm, microfiche, and digital images of students.

Substitutes will use extra caution in expressing personal opinions and reactions about any subject. This includes, but is not limited to, race, religion, politics, campuses, district employees, and students.

Substitutes are expected to utilize professional communication with all district stakeholders. Criticizing staff members, parents, or students in the presence of other teachers, classroom assistants, volunteers, or students is prohibited. This includes, but is not limited to, staff members, parents, and students.

The substitute will not use the campus as a platform to promote their personal businesses.

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

If a substitute suspects fraud, unlawful, unethical, and other types of improper behavior within Plano ISD, anonymous reports may be submitted at <https://www.lighthouse-services.com/pisd>.

TECHNOLOGY USAGE

Substitutes may have limited access to the district's technology. When utilizing the district's technology, substitutes are required to comply with all technology policies, as specifically stated in CQ (LOCAL), CQ (LEGAL), CQ (REGULATION), and CQ (EXHIBIT). In particular, use of technology for personal reasons, (e.g., e-mail, word-processing, Internet) is not permitted. Please note that attempts to use the district's technology for anything other than legitimate District business may result in removal from the substitute system.

Additionally, substitutes are highly discouraged from posting any references to Plano ISD when using electronic media or social media sites, including references that specifically identify employment with Plano ISD or a particular campus/district facility in the district.

INFORMATION SHARING

Substitutes are encouraged to leave appropriate contact information for teachers and staff members as part of a summary of the day report. This allows staff members to utilize preferred substitutes as needed.

It is not appropriate for substitutes to provide students or staff members with personal information or receive personal information from students or staff members for non-business purposes. This may result in removal from the substitute system. This includes but is not limited to personal contact information (e-mail, web site, social site usernames, phone number, address, etc.) as well as personal materials such as photos and videos. It is not appropriate for substitutes to take photos, videos, or other recordings documenting the work day with students.

Outside of the workday, the substitute will be cautious in discussing information gained from working on a Plano ISD campus/district facility. The substitute must avoid comparing one school with another or comparing the students on one campus with those on another campus.

SUBSTITUTE HOURS

Substitute hours are different from student hours. (You may refer to the chart on page 7.) Specific beginning and ending hours for assignments are listed in TEAMS when you accept the assignments. Substitutes are expected to complete 8 hours of work with a ½ hour unpaid lunch.

SUBSTITUTE PROCEDURES

BEGINNING OF DAY

- Sign in at the front office with your name, employee ID, and job number you received from the substitute system.
- Wear the current substitute badge while at work at all times. Each campus reserves the right to ask a substitute to leave if they do not come with a valid ID badge. If a badge is damaged, it may be returned for a replacement at no cost. There is a \$10.00 charge for a replacement badge if lost.
- Arrive on time to get organized and prepared for class.
- Introduce yourself to other team members and find a buddy teacher for the day. He/she will provide necessary information or offer assistance to you as needed. He/she can discuss with you any extra responsibilities such as lunch duty, playground duty, etc.
- Review lesson plans and the daily schedule of activities. Ensure you have all necessary materials. If lesson plans or materials are not available, notify the team leader or another member of the team if the team leader is not available for assistance.
- Greet the students as they enter the room. As they are seated, have students create a nametag out of paper, or have them write his/her name on the board in front of the class.
- Ask one or two of the students who arrived early to assist you as needed with passing out papers/turning in work, etc.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher's absence.

- Check the attendance and complete other routine matters (lunch count, before or after school duties, etc.).
- Begin lesson plans as quickly as possible.

MID-DAY

- Actively monitor students while they are working. Let them understand that they are expected to finish their work. For filler activities, see team leader or other staff members.
- Help students check their own work if possible.
- Praise students who are on-task. Praise should be private, specific, authentic, and immediate.
- Use free time to check some of the student work, neaten classroom, or assist other teachers.

END OF DAY

- Leave a summary of the day on the teacher's desk. Attach a note if some work is missing and include an explanation regarding why the papers are missing. Indicate which lesson plans have been completed. Make a note of plans that have not been completed. Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.
- Sign out at the front desk in a timely manner.

STUDENT ILLNESS OR ACCIDENTS

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

Universal precautions will be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids or other potentially infectious materials are considered infectious regardless of the perceived status of the source or individual. Personal Protective Equipment (PPE) supplied by the district will be used as necessary. Examples may include but are not limited to: latex or vinyl gloves, sharps containers, cardio pulmonary resuscitation barriers, etc. If substitutes need additional information or training, please contact the school nurse.

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

Under no circumstances should a substitute teacher administer medicine to a student. Regarding the treatment of students, all substitutes must comply with Plano ISD Board Policies Wellness and Health and Services: Medical Treatment. A printed copy of these guidelines may be accessed via:

FFAC (LEGAL) and FFAC (LOCAL): <http://pol.tasb.org/Policy/Search/312?filter=FFAC%20Legal>

Confidentiality of information, including medical information, related to students must be maintained at all times.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

There are various types of harassment such as physical, verbal, or non-verbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. This includes sexual harassment which is defined as a form of discrimination in which unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature.

The District prohibits conduct related to discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint or investigation process is a violation of District policy. Prohibited conduct includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

This above information applies, but is not limited to, interaction between staff members, students, or any combination thereof. In addition, this includes interaction of any stakeholder on district property.

DIA (LEGAL) and DIA (LOCAL): <http://pol.tasb.org/Policy/Code/312?filter=DIA>

CAMPUS EMERGENCY PROCEDURES

Immediately upon arrival at a campus, the substitutes must familiarize himself or herself with the emergency procedures at that campus. Specifically, they must be familiar with the procedures for (and the responsibilities during):

- (a) Lockdown or Lockout
- (b) Evacuation of the building (fire, fire drills, other emergencies requiring evacuation)
- (c) Movement of students to tornado/weather-safe locations in the building

Substitutes must know how the above events are signaled by the campus and the evacuation routes to be followed. Substitutes who report for their first assignment at a particular campus should discuss the above listed events with a campus administrator, team leader, and/or buddy teacher in the area where the substitute will be working. For campuses without a voice intercom system (senior high schools), the substitute should be certain he or she is aware of how the above listed events are signaled by the school bell or alarm system.

CLASSROOM INSTRUCTION

- Substitutes are responsible for students, equipment, and materials assigned to his/her supervision.
- Substitutes shall make every effort to carry on the regular work of the staff member and complete the lessons as planned.

- Substitutes should not assign written work and leave it to be graded, except by request of the regular staff member. (On long-term assignments, work should be graded and recorded in the proper place unless otherwise directed.)
- Substitutes should not enter grades unless directed otherwise by the campus.
- Substitutes should not have physical contact with students outside of the job duties for an assignment. For example, a special education substitute might need to assist a student with standing up or sitting down.
- Substitutes will not bring any personal videos or other materials to class.
- Substitutes will not have access to students or associate with students except during class time unless it is part of the assignment and is stated in the lesson plans. Being alone with students, eating lunch with students, or providing students with a pass to return to the class are examples of inappropriate situations that may result in removal from the substitute system.
- In addition to the general information given above, substitutes will comply with all Plano ISD Board Policies; all instructions given by the principal/campus administrator and any and all applicable information contained in the campus/facility handbooks. See the Plano ISD Board Policy Manual here: <http://pol.tasb.org/Home/Index/312>.

CLASSROOM MANAGEMENT

- Make every effort to get to know the students as quickly as possible. For example, when students walk into the classroom, greet the students and politely introduce yourself. This will prompt many to say their own names to you.
- Substitutes must never administer corporal punishment to any student. The use of corporal punishment in any form is cause for dismissal of the substitute. This includes physical contact with a student used to correct a behavior. For example, pulling a disruptive student by the arm to remove him/her from the classroom is not allowed.
- Physical contact with students is to be avoided, unless physically assisting a student is a part of the assignment. For example, giving a student a shoulder massage would be unacceptable. Assisting a special-needs student with standing up/sitting down would be considered acceptable if working in a special education classroom.
- Model the behavior you wish to see in students.
- Compliment students who are on task by name. (Ex: "Dollie, I noticed you led the group in filling out a K-W-L chart.") Put the emphasis on the student's effort, not on the outcome. (Ex: "Wow, I bet you worked really hard on completing your chart.") Finally, focus on the feelings of the student. (Ex: "A 100 on the spelling test! I bet that feels great!")
- Remember to speak kindly and politely when addressing students and use language appropriate for an educational setting. Language of a profane nature will not be tolerated.
- Substitutes are expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment. Substitutes must follow the classroom, campus, and district disciplinary guidelines.

- Substitutes should always be physically present in their assignment. All Plano ISD classrooms contain a phone, so if administrative assistance is required, contact the front office.
- Consequences for discipline issues will be determined by campus administration. If a student needs to be removed from a class, substitutes should call for assistance from the campus administration. Guidelines regarding discipline issues should be addressed with the team leader or buddy teacher at the time you report for your assignment.
- Use proximity to your advantage. Stand next to disruptive students, and they will often correct the disruptive behavior on their own.
- Maintain a professional, teacher-student relationship at all times. Students should not address substitutes by his/her first name.
- Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

For further information regarding classroom management, we encourage you to visit STEDI's website (www.stedi.org) and review the "SubEssentials Introductory Training."

EXTRA DUTIES

Substitutes are expected to fulfill all extra duties that have been assigned to the regular teacher/classroom assistant. These duties may include but are not limited to arrivals, dismissals, lunch, hall, tutoring, or other special assignments. Substitutes may also attend faculty or grade level meetings in place of the regular teacher.

CONFERENCE/PLANNING PERIOD

Typically, substitutes will follow the daily schedule of the regular staff member, which may include a conference or planning period. A substitute may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period. Conference/planning periods are not guaranteed to substitutes.

DUTIES & RESPONSIBILITIES OF OFFICE/CLERICAL SUBSTITUTES

SECURITY PROCEDURES

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

Access to Campus

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

TELEPHONE PROCEDURES

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

Answering Calls

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

Transferring Calls

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

- Ask caller to hold while you transfer call.
- Press the Transfer button.
- Dial recipients' number. Inform the recipient who is calling and why.
- Press the Transfer button again.
- Hang up.

To transfer a call to a voice mailbox:

- Ask caller to hold while you transfer call. Tell caller you are transferring to voice mail.
- Press the Transfer button.

- Dial 28201 (Express Messaging).
- At voice prompt, enter recipient's mailbox number followed by #.
- Press the Transfer button again.
- Hang up. The call will be transferred to recipient's mailbox.

SUBSTITUTE PROCEDURES

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

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE NURSES

GENERAL

- Assessment of the health needs of students and staff in a professional manner.
- Review and implementation of clinic substitute manual.
- Review and compliance with all Plano ISD Board policies, Health Services administrative guidelines and clinical guidelines.
- Compliance with Plano ISD Board policies FFAC (LEGAL) and FFAC (LOCAL) with regard to the treatment of students is expected.
- Adherence to universal precautions, infection control, and emergency medical guidelines.
- Knowledge of communicable diseases and reporting requirements according to state and local policies and guidelines in collaboration with the principal and/or director for district health.
- Contact with a student's parent or legal guardian will be made regarding a student's health concern when deemed necessary and according to Plano ISD guidelines.
- Knowledge and understanding of the health needs of the assigned campus, and ability to perform the functions of the school nurse.
- Communication with the campus nurse regarding any long term health issues that were brought to his/her attention and any unusual situations or emergencies that occurred while on duty.
- All clinic activity and any recommendations that are made to the student and/or parent are expected to be accurately documented per district guidelines.
- Confidentiality of all student information including medical records will be maintained.

- Unless the district has provided certification training, the substitute nurse is not expected to do scheduled school health screenings such as vision, hearing, acanthosis nigricans or spinal.
- Communicate with the building principal or director for district health regarding all emergencies and significant health related issues.
- Willingness to accept assignments in all locations of the district including special education, adventure camp and summer school assignments. May narrow accepted assignments to only all elementary campuses or only all secondary campuses.
- The assigned school nurse, the principal, or director for district health may assign additional duties.
- Dress in professional attire related to duties assigned.

EDUCATION AND PROFESSIONAL LICENSE

- Graduate of an accredited professional nursing education program.
- Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners.
- Current Basic Life Support for Health Care Providers CPR certification.
- Completion of the orientation and yearly competency review program assigned by the director for district health.
- The substitute nurse will refer any questions to District Health Services at (469) 752-5991.

SUBSTITUTE PROCEDURES

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

DIRECTIONS TO CAMPUSES

To view the campuses' location addresses, you may use the Google map feature when accepting jobs online through the Substitute Management Center.

The screenshot shows the 'Substitute Search Jobs' section of the Substitute Management Center. A table lists various job openings with columns for Job Start Date, Job End Date, Day Count, Location, Times, Employee, and Role. A purple arrow points from a box labeled 'Links to Google maps' to the location column of the table.

Job Start Date	Job End Date	Day Count	Location	Times	Employee	Role
09-30-2011	10-04-2011	3	Plano ISD Admin	8:00 AM - 5:00 PM	Rosa Elena Encinas	Secretary IV
09-27-2011	09-27-2011	1	Hughston Elementary	11:15 AM - 3:15 PM	Heidi Marie Basilius	Special Ed Structured Teacher
09-23-2011	09-23-2011	1	Davis Elementary	7:15 AM - 3:15 PM	Katarina Alvarez-Wright	Bilingual Teacher
11-04-2011	11-04-2011	1	Facility Services	7:00 AM - 4:00 PM	Dawn Marie Currie	Secretary I
10-17-2011	10-21-2011	5	Facility Services	7:00 AM - 4:00 PM	Dawn Marie Currie	Secretary I
12-14-2011	12-16-2011	3	Regional Day School/Deaf	8:00 AM - 4:00 PM	Barbara Hardy	RDSPD Program Support Assistant
09-27-2011	09-27-2011	1	Frankford Middle	8:00 AM - 4:00 PM	Anna Helen Vines	Special Education Teacher
09-26-2011	09-26-2011	1	Bethany Elementary	7:15 AM - 3:15 PM	Erin Leigh Swain	Elementary Teacher
10-04-2011	10-04-2011	1	Haggard Middle	8:00 AM - 4:00 PM	Eric R Feldman	Secondary Teacher
09-23-2011	09-23-2011	1	Robinson Middle	11:30 AM - 4:00 PM	Mary M Reece	Special Education Teacher
09-30-2011	09-30-2011	1	Armstrong Middle	8:00 AM - 4:00 PM	Mariana Flores	Secondary Teacher
09-23-2011	09-23-2011	1	Isaacs ECS	7:15 AM - 3:15 PM	Julie L Darling	PPCD Teacher
09-23-2011	09-23-2011	1	Otto Middle	8:00 AM - 4:00 PM	Andrea Clement	Secondary Teacher

record count: 15 of 15

You may also visit the following website at <http://www.pisd.edu/schools/directions/index.shtml> for the campuses' location addresses, contact phone numbers, and driving directions.

For more information regarding the campuses, you may visit the individual school websites at <http://www.pisd.edu/schools/>.

Appendix/Forms

**PLANO INDEPENDENT SCHOOL DISTRICT
Substitute/Adult Temp Evaluation**

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

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

	Rating	Comments
1) Substitute effectiveness		
2) Arriving on time		
3) Following instructions/lesson plans		
4) Leaving room/office in order		
5) Leaving summary of the day for employee		
6) Classroom management/office management		
7) Response to students/department staff		
8) Rapport with other teachers/department staff		
9) Staying until the end of the day		
10) Last-minute cancellation/no-show		

Please write a brief description explaining the reason for the evaluation.

Complete this section if applicable:

_____ Substitute's performance was unsatisfactory. Please exclude him/her from our campus. I understand that further assistance/information may be required of me should disciplinary action be required.

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

Date of contact _____

In Person _____ By Phone _____ By Letter _____ By E-mail _____

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

Principal/Campus Administrator/Supervisor Campus/Department Date

Scan/email form to substitute@pisd.edu.

PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESPONSE

Substitute's Name: _____ Date: _____

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

Substituting For: _____

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

	Rating	Comments
a. Instructions/lesson plans/needed materials available		
b. Team/department support		
c. Seating chart provided (classroom assignment only)		
d. Emergency procedures accessible		
e. Student behavior/cooperation/response to lesson		
f. Student behavior issues supported by campus		
g. Ability to carry out lesson plans as written		
h. Last minute or no notice of cancellation by campus		

Comments:

Substitute's Signature

Date

Scan/email form to the campus principal/department supervisor and email to substitute@pisd.edu.

Plano ISD Substitute Procedure Checklist

- Report to the office upon arrival
- Sign in at office with name, employee ID, and job number
- Locate and introduce yourself to a buddy teacher in a nearby classroom who can assist you if needed
- Locate/review lesson plans or inform buddy teacher, team leader, or department head that lesson plans are not available
- Ask buddy teacher about any additional duties for the day
- Prepare all materials needed for the day
- Write your name on the board
- Greet students at the door as they enter the classroom
- Start class on time
- Check attendance and other routine matters
- Follow the lesson plans
- Actively monitor students
- Check in at the office during conference/planning periods to see if you are needed somewhere else in the building
- Fulfill the classroom teacher's extra duties
- Leave a summary of the day on the teacher's desk
- Leave the room in the same condition as it was found at the beginning of the day
- Sign out before you leave

Plano ISD Substitute Summary of the Day

Date of Assignment: _____ Regular Teacher Name: _____

Substitute Name: _____ Substitute Contact Information _____

Instructional Information

Feedback regarding lesson plan(s): _____

Overall, students ___ did/___ did not comprehend the information presented in the lesson(s): _____

Other activities or assignments completed with students: _____

Student Information

Absent students: _____

Feedback regarding student(s): _____

Overall, students ___ did/___ did not behave (follow class rules, cooperate, respect, complete work): _____

Other student information: _____

General Information/Feedback

Criteria	Excellent	Good	Average	Poor	Comments
Greeted/oriented to building					
Lesson Plans/Materials were readily available					
Seating chart/class list was provided					
Supported by staff throughout the day					
Supported by staff with disciplinary issues					

My day could have gone better if: _____

Additional Comments: _____
