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Teamwork for Excellence



**P L A N O**  
Independent School District

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# **Substitute Handbook**

## **2014 – 2015**

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.

April 2014

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**TABLE of CONTENTS**

<b>Substitutes General Information</b>	4
Qualifications	5
Employment	5
Retired Employees	6
Employee Standards of Conduct	6
Dress Code	6
Prohibited Items	6
Technology Usage	7
Substitute Evaluations	7
Substitute Responses	7
Removal from the Substitute System	7
Substitute Pay Rates	9
Payroll Schedule	10
Benefits	11
Inclement Weather	12
Contact Us	13
<b>Plano ISD General Information</b>	14
The District's Size and Growth	15
The School Board and Superintendent	15
District's Special Programs	15
Campuses	16
School Calendar	17
<b>Substitute Duties and Responsibilities</b>	18
General	19
Professional Ethics	20
Substitute Hours	21
Substitute Procedures	21
Student Illness or Accidents	22
Freedom from Discrimination, Harassment, and Retaliation	22
Campus Emergency Procedures	23
Classroom Instruction	23
Classroom Management	24
Extra Duties	24
Conference/Planning Period	24
<b>Office/Clerical Substitutes</b>	25
Security Procedures	25
Telephone Procedures	25

Substitute Procedures	25
<b>Substitute Nurse</b>	26
General	26
Education and Professional License	26
Substitute Procedures	27
<b>Forms</b>	28
Substitute Evaluation	29
Substitute Response	30
Name/Address Change Notification	31
Substitute Resignation	32
Substitute Job Log	33
<b>Directions to Campuses</b>	34

## **I. Substitutes General Information**

## A. QUALIFICATIONS

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

## B. EMPLOYMENT

Employment of a substitute occurs according to the current needs of the Plano ISD and the qualifications of the applicant. Summer school assignments are reserved for full-time employees of the district. Upon completion and acceptance of an application, a Texas Criminal History background check is completed.

Individuals seeking employment as a substitute **teacher** in the Plano ISD are required to complete an online application for substituting. Based on the review and the current needs of the district, candidates will be 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.

Individuals seeking employment as a substitute **paraprofessional** (classroom assistant, clerical positions) in the Plano ISD are required to complete an online application for substituting. Based on the review, candidates will be notified via email if they are selected. Applicants selected as paraprofessional 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.

### 1. 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](#).

### 2. WORK REQUIREMENT

**In order to remain active as a substitute within Plano ISD, all must work at least ten full days each school year. Half-day equivalents are not calculated to make full days.** Substitutes that 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 when assigned.

### **C. RETIRED EMPLOYEES**

An employee retired from a Texas school district, currently drawing pay from TRS, may substitute as many days as desired following one complete calendar month of non-work. Substitute 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.**

### **D. EMPLOYEE STANDARDS OF CONDUCT**

All individuals serving as a substitute for the district shall comply with all Plano ISD Board Policies, including, but not limited to, "Employee Standards of Conduct." A printed copy of these policies is available at every campus office and the Human Resources department at the Administration Building. Plano ISD policies are located online at: <http://pol.tasb.org/Home/Index/312>

Employee Standards of Conduct

DH (LEGAL); DH (LOCAL); DH (EXHIBIT) - <http://pol.tasb.org/Policy/Search/312?filter=DH%20exhibit>

### **E. DRESS CODE**

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

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

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.

### **F. 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 GKA (Local).

## G. TECHNOLOGY USAGE

Generally, substitutes do not have access to the district's technology, with the exception of some long-term assignments. When using 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 personal reasons 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/facility in the district as outlined in the *Plano ISD Guidelines Use of Electronic Media and Personal Internet Sites by District Employees*.

## H. SUBSTITUTE EVALUATIONS

Campuses may complete an evaluation report (p. 29) of a substitute's performance.

The principal/campus administrator will be responsible for evaluating the overall performance of the substitute.

An evaluation report may be completed and sent to the substitute office for the substitute to no longer accept assignments at that campus.

An evaluation report may be completed and sent to the substitute office for the substitute to be placed on a "campus block." The substitute will not be eligible to return to the campus requesting the block.

The substitute has ten (10) days to submit a written response to the campus administrator regarding the evaluation.

**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.**

## I. SUBSTITUTE RESPONSES

Substitutes who wish to communicate information related to an assignment may do so by completing and submitting a response form (p. 30) 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.

## J. 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.



**K. 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 from day one.

**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 from day one.

**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.

**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:  
<https://oea.pisd.edu/servicecenter/>.

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.

## L. PAYROLL SCHEDULE

It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each building. **All questions regarding substitute pay are to be addressed to these offices: first to the school campuses, then to the payroll office (if needed) at (469) 752-8097.** If there are discrepancies in the amount of the pay and the number of days worked, the substitute should contact the office manager of the school in which he/she worked during that pay period to be sure the number of days worked has been correctly reported. It is the substitute's responsibility to review his/her pay stub for any discrepancies in the amount of the pay or number of days worked. All paystubs are available online only through the Employee Service Center. Plano ISD does not mail out paystubs, but paper W-2s are still available through payroll.

### 2014-2015 PAY SCHEDULE FOR SUBSTITUTES

REPORTING PERIOD	PAYROLL CUT-OFF	PAYDATE
May 25, 2014 – June 7, 2014	June 10, 2014	June 19, 2014 *Summer Hours
June 8, 2014 – June 21, 2014	June 24, 2014	July 3, 2014 *Summer Hours
June 22, 2014 – July 5, 2014	July 8, 2014	July 17, 2014 *Summer Hours
July 6, 2014 – July 19, 2014	July 22, 2014	August 1, 2014
July 20, 2014 – August 2, 2014	August 5, 2014	August 15, 2014
August 3, 2014 – August 16, 2014	August 19, 2014	August 29, 2014
August 17, 2014 – August 30, 2014	September 2, 2014	September 12, 2014
August 31, 2014 – September 13, 2014	September 16, 2014	September 26, 2014
September 14, 2014 – September 27, 2014	September 30, 2014	October 10, 2014
September 28, 2014 – October 11, 2014	October 14, 2014	October 24, 2014
October 12, 2014 – October 25, 2014	October 28, 2014	November 7, 2014
October 26, 2014 – November 8, 2014	November 11, 2014	November 21, 2014
November 9, 2014 – November 22, 2014	November 25, 2014	December 5, 2014
November 23, 2014 – December 6, 2014	December 9, 2014	December 19, 2014
December 7, 2014 – December 20, 2014	December 23, 2014	January 2, 2015
December 21, 2014 – January 3, 2015	January 6, 2015	January 16, 2015
January 4, 2015 – January 17, 2015	January 20, 2015	January 30, 2015
January 18, 2015 – January 31, 2015	February 3, 2015	February 13, 2015
February 1, 2015 – February 14, 2015	February 17, 2015	February 27, 2015
February 15, 2015 – February 28, 2015	March 3, 2015	March 13, 2015
March 1, 2015 – March 14, 2015	March 17, 2015	March 27, 2015
March 15, 2015 – March 28, 2015	March 31, 2015	April 10, 2015
March 29, 2015 – April 11, 2015	April 14, 2015	April 24, 2015
April 12, 2015 – April 25, 2015	April 28, 2015	May 8, 2015
April 26, 2015 – May 9, 2015	May 12, 2015	May 22, 2015
May 10, 2015 – May 23, 2015	May 26, 2015	June 5, 2015
May 24, 2015 – June 6, 2015	June 9, 2015	June 18, 2015 *Summer Hours
<b>*Summer Hours – Payday is on a Thursday</b>		

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

## **M. 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](http://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](mailto: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)

## N. INCLEMENT WEATHER

The following information is provided to help substitutes understand how the district determines whether or not to hold school or delay opening school on bad weather days and how the message will be communicated. 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. **Understand that the calling system is automated and may still call despite school being closed.**

**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. Understand that the calling system is automated and may still call despite school being closed. 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](http://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](http://www.facebook.com/PlanoISD)) and Twitter

([www.twitter.com/Plano\\_Schools](http://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. However, the consecutive day count will continue after the missed day for substitutes in long-term assignments.

## **P. CONTACT US**

If you have questions, please contact the Substitute Office at [substitute@pisd.edu](mailto: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.

## **II. Plano ISD General Information**

## **A. DISTRICT'S SIZE AND GROWTH**

Plano ISD serves the residents of approximately 100 square miles in southwest Collin County. This area includes 66 square miles in the City of Plano, with the balance including northern portions of the cities of Dallas and Richardson and parts of the cities of Allen, Carrollton, Garland, Lucas, Murphy, Parker and Wylie.

## **B. THE SCHOOL BOARD AND SUPERINTENDENT**

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

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

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

Mr. Richard Matkin, Superintendent of Schools, is a professional educator appointed by the School Board. He is responsible for the administration and operation of the school district.

## **C. DISTRICT'S SPECIAL PROGRAMS**

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

**D. 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
<b>&gt; Elementary</b>				
Early Childhood	Pre-K	3	<ul style="list-style-type: none"> <li>• <b>Beaty, Isaacs &amp; Pearson</b> 8:15 a.m. - 11:00 a.m. 12:30 p.m. - 3:15 p.m.</li> <li>• <b>Harrington (Chinese Bilingual K)</b> 8:00 a.m. - 10:45 a.m. 12:15 p.m. - 3:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Beaty, Isaacs &amp; Pearson</b> 8:15 a.m. - 11:00 a.m. 12:30 p.m. - 3:15 p.m.</li> <li>• <b>Harrington (Chinese Bilingual K)</b> 8:00 a.m. - 10:45 a.m. 12:15 p.m. - 3:00 p.m.</li> </ul>
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.
<b>&gt; Secondary</b>				
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
<b>&gt; Special Programs</b>				
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.
<b>Total</b>		<b>72</b>		



**PLANO ISD SCHOOL CALENDAR  
2014-2015**

**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.

August 15 (Friday)	Teacher Work Day
August 25 (Monday)	First Day of Classes
September 1 (Monday)	Labor Day (Student / Teacher Holiday)
■ October 17 (Friday)	ELEMENTARY EARLY RELEASE
November 24 - 28	Thanksgiving Holiday (Student / Teacher Holiday)
◆ December 19 (Friday)	Last Day for Students / ELEMENTARY EARLY RELEASE
December 22 - January 2	Winter Break (Student/Teacher Holiday)
January 5 (Monday)	Teacher Work Day (Student Holiday)
January 6 (Tuesday)	Classes Resume (Students)
January 19 (Monday)	Martin Luther King, Jr.'s Birthday Observance (Student / Teacher Holiday)
February 16 (Monday)	Teacher Work Day (Student Holiday)
March 9 - 13	Spring Break (Student / Teacher Holiday)
April 2 (Thursday)	Teacher Work Day (Student Holiday)
April 3 (Friday)	Student/Teacher Spring Holiday
May 22 (Friday)	Teacher Work Day (Student Holiday)
May 25 (Monday)	Memorial Day (Student/Teacher Holiday)
◆ June 5 (Friday)	Last Day of Classes for Students / ELEMENTARY EARLY RELEASE
	Teacher Records Day

**Early Release Legend**

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

Early Childhood Schools' Early Release Schedule

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

Dismissal time specific to each campus.

*(Exam Dismissal Times - High/Senior High Schools: 1:00 p.m.; Middle Schools release at 12:40 p.m. on the last day of exams only)*

**ELEMENTARY**

End of First Grading Period	October 17	39 days
End of Second Grading Period	December 19	<u>40 days</u>
<b>TOTAL DAYS</b>		<b>79 days</b>
End of Third Grading Period	March 20	47 days
End of Fourth Grading Period	June 5	<u>51 days</u>
<b>TOTAL DAYS</b>		<b>98 days</b>

**SECONDARY**

End of First Grading Period	September 30	26 days
End of Second Grading Period	November 5	26 days
End of Third Grading Period	December 19	<u>27 days</u>
<b>TOTAL DAYS</b>		<b>79 days</b>
End of Fourth Grading Period	February 20	32 days
End of Fifth Grading Period	April 17	33 days
End of Sixth Grading Period	June 5	<u>33 days</u>
<b>TOTAL DAYS</b>		<b>98 days</b>

### **III. Substitute Duties and Responsibilities**

## DUTIES & RESPONSIBILITIES OF SUBSTITUTE TEACHERS/CLASSROOM ASSISTANTS

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

### A. GENERAL

#### 1. QUALIFICATIONS

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 regular teacher, 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.**

#### 2. JOB CANCELLATION

**If substitutes must cancel a job, they must notify the school's office manager no later than the day before the assignment. If a substitute finds him or herself sick the day of a job, he/she should contact the relevant office manager immediately.**

#### 3. 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.**

#### 4. 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.*

5. CELL PHONES, TABLETS, & OTHER ELECTRONIC DEVICES

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

6. CLASSROOM MATERIALS

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

7. LAST MINUTE ASSIGNMENTS

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

8. CANCELLATIONS

**Assignments may not be cancelled to pick up another assignment for the same day.**

9. ASSIGNMENT SELECTION

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

10. CALLING SYSTEM DECLINE OF USE

Substitutes are encouraged to make use of the online substitute management system for picking up jobs, though the calling system is still active and available for job selection. Use and acceptance of assignments from the calling system is monitored. If a pattern of not picking up jobs from the calling system is noticed (excessive hang-ups, no answers/responses, and not accepting jobs), then the Substitute Office may remove the substitute from the calling system.

**B. PROFESSIONAL ETHICS**

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

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

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

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

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

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

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

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

**It is not appropriate for substitutes to provide students or staff members with personal information or receive personal information from students or staff members. This may result in removal from the substitute system.** This includes but is not limited to e-mail, web site, phone number, address, as well as personal materials such as photos and videos.

### **C. SUBSTITUTE HOURS**

Substitute hours are different from student hours. (You may refer to the chart on page 15.) Specific beginning and ending hours for assignments are listed on the chart or announced during the automated call out system. Substitutes are expected to work 8 hours of work with a ½ hour unpaid lunch.

### **D. 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. They will provide necessary information or offer assistance to you during the day. They can discuss with you any extra responsibilities such as lunch, playground, etc.
- Review lesson plans and the daily schedule of activities. 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 team leader is not available) for assistance.
- **Greet the students as they enter the room.**
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher's absence.
- Check the 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.
- 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 are missing and include an explanation regarding why the papers are missing. Indicate which lesson plans have been completed. Make a note of plans that have not been completed. Make a note of anything unusual that may have happened.
- **Be sure the classroom is left in the same condition as was found at the beginning of the day.**
- **Sign out at the front desk.**

### **E. STUDENT ILLNESS OR ACCIDENTS**

If a child becomes ill or has an accident while at school, the child should be sent to the nurse/campus administrator's office. In the case of a serious illness, accident or injury, do not move 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 all information including medical information related to a student must be maintained at all times.**

### **F. 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>

## **G. CAMPUS EMERGENCY PROCEDURES**

Immediately upon arrival at a campus, the substitute teacher must familiarize himself or herself with the emergency procedures at that campus. Specifically, the substitute teacher must be familiar with the procedures for (and the teacher's 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

The substitute teacher must know how the above events are signaled by the campus and the evacuation routes to be followed. Substitute teachers who report for their first assignment at a particular campus should discuss the above listed events with a campus administrator and/or teacher(s) in the area where the substitute teacher 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.

## **H. CLASSROOM INSTRUCTION**

- Substitutes are responsible for students, equipment, and materials assigned to his/her supervision.
- The substitute shall make every effort to carry on the regular work of the classroom teacher and complete the lessons as planned.
- The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher. (On long-term assignments, work should be graded and recorded in the proper place unless otherwise directed.)
- The substitute teacher should not enter grades in the grade book unless directed otherwise by the campus.
- The substitute teacher/assistant should not have physical contact with students.
- The substitute teacher will not bring any personal videos or other materials to class.

- The substitute teacher will not have access to students or associate with students except during class time 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, the substitute teacher will comply with all Plano ISD Board Policies; all instructions given by the principal/campus administrator and any and all applicable information contained in the campus/facility handbooks.

## **I. CLASSROOM MANAGEMENT**

- The substitute is expected to maintain professionalism at all times. 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.
- **The substitute must never administer corporal punishment to any student.** The use of corporal punishment in any form is cause for dismissal of the substitute.
- The substitute is expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment. The substitute must follow the classroom, campus, and district disciplinary guidelines. The substitute teacher or assistant should never leave the classroom unattended.
- If a student needs to be removed from a class, the substitute should call for assistance from the campus administration. A substitute should never physically remove a student from a classroom.
- Consequences for discipline issues will be determined by campus administration. Guidelines regarding discipline issues should be addressed with the office manager or secretary at the time of signing in for the day.
- Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

## **J. EXTRA DUTIES**

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

## **K. CONFERENCE/PLANNING PERIOD**

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



## **DUTIES AND RESPONSIBILITIES OF OFFICE/CLERICAL SUBSTITUTES**

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

### **A. SECURITY PROCEDURES**

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

#### **Access to Campus**

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

### **B. TELEPHONE PROCEDURES**

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

#### **Answering Calls**

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

#### **Transferring Calls**

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

- Ask caller to hold while you transfer call.
- Press the Transfer 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.

### **C. 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 NURSE**

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

### **A. GENERAL**

- Assessment of the health needs of students and staff in a professional manner.
- Review and implementation of clinic substitute manual.
- Knowledge of communicable diseases and reporting requirements according to state and local policies in collaboration with the principal and/or coordinator 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.
- Compliance with Plano ISD Board policies FFAC (LEGAL) and FFAC (LOCAL) with regard to the treatment of students is expected.
- Compliance with all Plano ISD Board policies and procedures.
- Adherence to universal precautions, infection control, and emergency medical protocols.
- 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 coordinator for district health regarding all emergencies and significant health related issues.
- Willingness to accept assignments in all locations of the district including special education assignments. May narrow accepted assignments to only all elementary campuses or only all secondary campuses.
- The assigned school nurse, the principal, or coordinator for district health may assign additional duties.
- Dress in professional attire related to duties assigned.

### **B. 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 program assigned by the coordinator for district health.
- The substitute nurse will refer any questions to School Health Services at (469) 752-5991.

### **C. 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.

**IV. Forms**

**PLANO INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE 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 to end of day		

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

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**Complete this section if applicable:**

\_\_\_\_\_ Substitute's performance was unsatisfactory. Please place on a campus block. I understand that further assistance/information may be required of me should disciplinary action be required.

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

In Person \_\_\_\_\_ By Phone \_\_\_\_\_ By Letter \_\_\_\_\_ By E-mail \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
 Principal/Campus Administrator/Supervisor                      Campus/Department                      Date

Scan/email form to [substitute@pisd.edu](mailto:substitute@pisd.edu) or [suzanne.drotman@pisd.edu](mailto:suzanne.drotman@pisd.edu).

**PLANO INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE RESPONSE**

Substitute's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Department: \_\_\_\_\_ Subject/Grade/Position: \_\_\_\_\_

Substituting For \_\_\_\_\_

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

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

How much notice did you have:    \_\_\_\_ Day of assignment            \_\_\_\_ Prior notice

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Substitute's Signature

\_\_\_\_\_  
Date

Scan/email form to the campus principal/department supervisor and email to [substitute@pisd.edu](mailto:substitute@pisd.edu).



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

This form is to notify the Plano Independent School District of my resignation from my current substitute and/or adult temporary position. The following information is to be used to complete the resignation process.

Today's Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
 (Please Print)                      First                      Middle                      Last

Current Address \_\_\_\_\_  
    Street                      Apt. #                      City, State                      Zip Code

Phone Number(s)    (Home) \_\_\_\_\_                      E-mail \_\_\_\_\_  
    (Cell) \_\_\_\_\_

**Effective Resignation Date** \_\_\_\_\_

**Reason for resignation (please select one)**

- Accepted employment outside of Plano ISD.
- Accepted full-time employment with Plano ISD. This will automatically remove my name from the substitute system.
- Accepted part-time employment with Plano ISD and resigning from my substitute/adult temp position.
- Accepted part-time employment with Plano ISD and will continue to substitute/adult temp.
- Moving \*If you have a new address, please complete a Change of Address Form.
- Other: \_\_\_\_\_

\_\_\_\_\_  
 Signature                                      Printed Name                                      Date

**Completed form must be submitted by mail, fax, or email:**

<b>Mail</b>	<b>Fax</b>	<b>E-mail</b>
Plano ISD- Human Resources Attn: Substitute Office 2700 W. 15 <sup>th</sup> Street Plano, TX 75075	469-752-8009	Scan/email send to: substitute@pisd.edu.





## **V. Directions to Campuses**

## A. 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' interface. On the left is a navigation menu with options like 'My Information', 'Pre-Arranged Jobs', 'Search for Jobs', 'Accepted Jobs', 'Job History', 'Change PIN', 'Availability', 'Preferred Locations', 'Location Restrictions', 'Subject Areas', 'Substitute Roles', 'Documents', 'Log Off', and 'Employee Service Center'. The main area displays a table of job listings with columns for Job Start Date, Job End Date, Day Count, Location, Times, Employee, and Role. Each row has a 'C' icon in the Role column, which is highlighted by a purple arrow pointing from a text box labeled 'Links to Google maps'. Below the table are 'Accept' and 'Refresh' buttons. The top right corner of the interface shows the FEAMS PROLOGIC logo and an 'Employee ID' field.

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

Links to Google maps

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/>.