
Teamwork for Excellence



P L A N O
Independent School District

Substitute Handbook

2011 – 2012

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

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

June 2011

TABLE of CONTENTS

| | Page |
|--|-------------|
| I. Substitutes General Information..... | 4 |
| A. Qualifications | |
| B. Employment | |
| C. Retired Employees | |
| D. Standards of Conduct | |
| E. Dress Code | |
| F. Prohibited Items on School District Property | |
| G. Technology Usage | |
| H. Substitute Evaluation Report | |
| I. Substitute Report | |
| J. Removal from the Substitute System | |
| K. Substitute Pay Rates | |
| L. Payroll Schedule | |
| M. Inclement Weather | |
| II. Plano ISD General Information..... | 12 |
| A. The District's Size and Growth | |
| B. Grade Alignments | |
| C. School Facilities | |
| D. Accreditation | |
| E. The School Board and Superintendent | |
| F. District's Special Programs | |
| G. School Calendar | |
| III. Substitute Duties and Responsibilities | 16 |
| Substitute Teacher / Assistant | |
| A. General | |
| B. Professional Ethics | |
| C. Student School Day Hours | |
| D. Substitute Procedures | |
| E. Student Illness or Accidents | |
| F. Fire and Emergency Drills | |
| G. Classroom Instruction | |
| H. Classroom Management | |
| I. Extra Duties | |
| J. Conference/Planning Period | |

TABLE of CONTENTS (continued)

| | Page |
|--|-------------|
| K. Useful Tips | |
| Substitute Nurse..... | 22 |
| A. General | |
| B. Education and Professional License | |
| C. Substitute Procedures | |
| Substitute Paraprofessional (Clerical) | 23 |
| A. Security Procedures | |
| B. Telephone Procedures | |
| C. Substitute Procedures | |
| IV. Forms | 24 |
| - Substitute Evaluation | |
| - Substitute Response | |
| - Name/Address Change Notification | |
| - Substitute Resignation | |
| VI. Directions to Campuses | 29 |

I. Substitutes General Information

A. QUALIFICATIONS

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

B. EMPLOYMENT

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

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

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

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

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

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

C. RETIRED EMPLOYEES

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

D. STANDARDS OF CONDUCT

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

They may also be accessed online, as follows:

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

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

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

As stated in Policy:

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

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

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

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

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

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

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

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

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

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

E. DRESS CODE

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

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

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

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

F. PROHIBITED ITEMS ON SCHOOL DISTRICT PROPERTY

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

G. TECHNOLOGY USAGE

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



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

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

H. SUBSTITUTE EVALUATION REPORTS

The regular teacher may complete an evaluation report (pg. 36) of a substitute's performance and submit it to the principal/campus administrator's office.

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

The principal/campus administrator may complete an evaluation report (pg. 36) on any substitute that does an outstanding job and submit it to the substitute office requesting to place the substitute on their school's "preferred list".

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

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

I. SUBSTITUTE REPORT

Substitutes who wish to report information related to an assignment may do so by submitting a written report (pg. 37) to the principal/campus administrator. A copy may also be sent by the substitute to the substitute office for placement in the substitute's personnel file.

J. REMOVAL FROM THE SUBSTITUTE SYSTEM

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

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

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

K. SUBSTITUTE PAY RATES

Cumulative days worked annually – **Any Assignment**

| Days | Professional (Teacher/Librarian) | Paraprofessional (Teacher Assistant/ Office Clerical) |
|-------------|--|--|
| 1 - 30 | \$ 81.04 / day | \$7.40 / hour |
| 31 - 90 | \$ 85.04 / day | \$7.88 / hour |
| 91+ | \$ 95.04 / day | \$8.75 / hour |

Consecutive days worked – **Single Assignment**

| Days | Professional (Teacher/Librarian) | Paraprofessional (Teacher Assistant/ Office Clerical) |
|-------------|--|--|
| 1 - 10 | \$ 81.04 / day | \$7.40 / hour |
| 11 - 20 | \$ 85.04 / day | \$7.88 / hour |
| 21+ | \$228.32 / day | \$9.78 / hour |

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

Example: (Substitute working Any Assignment)

Substitutes for teachers are currently paid \$81.04 per day while substitutes for paraprofessionals are paid \$7.40 per hour. Once a substitute has worked thirty (30) days, their rate of pay would increase to the next level (31-90 days) and their rate of pay would increase accordingly. Finally, any substitute having worked ninety (90) days would move to the final pay level for 91+ days and their rate of pay increases per schedule.

Example: (Substitute working a Single Assignment)

Substitutes working in a Single Assignment are paid from the pay scale described above, being based on "consecutive" days worked in the Single Assignment.

Each substitute is **encouraged** to keep a personal record of each job number and dates worked at each campus or building. If there are 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 or hours worked have been reported correctly.

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

L. PAYROLL SCHEDULE

Note: Substitute pay is by direct deposit only and statements are available on-line at www.pisd.edu/cba

It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each building. If there are discrepancies in the amount of the 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 questions pertaining to substitute pay are to be addressed, first to the school campuses, then to the payroll office at (469) 752-8056. Please handle problems in this order.**

2011 – 2012 PAY SCHEDULE FOR SUBSTITUTES

| REPORTING PERIOD | PAYROLL CUT-OFF | PAYDATE |
|--|--------------------|-----------------------------|
| May 29, 2011 - June 11, 2011 | June 11, 2011 | June 23, 2011 *Summer Hours |
| June 12, 2011 - June 25, 2011 | June 25, 2011 | July 7, 2012 * Summer Hours |
| June 26, 2011 - July 9, 2011 | July 9, 2011 | July 21, 2011 *Summer Hours |
| July 10, 2011 - July 23, 2011 | July 23, 2011 | August 5, 2011 |
| July 24, 2011 - August 6, 2011 | August 6, 2011 | August 19, 2011 |
| August 7, 2011 - August 20, 2011 | August 20, 2011 | September 2, 2011 |
| August 21, 2011 - September 3, 2011 | September 3, 2011 | September 16, 2011 |
| September 4, 2011 - September 17, 2011 | September 17, 2011 | September 30, 2011 |
| September 18, 2011 - October 1, 2011 | October 1, 2011 | October 14, 2011 |
| October 2, 2011 - October 15, 2011 | October 15, 2011 | October 28, 2011 |
| October 16, 2011 - October 29, 2011 | October 29, 2011 | November 11, 2011 |
| October 30, 2011 - November 12, 2011 | November 12, 2011 | November 22, 2011 |
| November 13, 2011 - November 26, 2011 | November 26, 2011 | December 9, 2011 |
| November 27, 2011 - December 10, 2011 | December 10, 2011 | December 23, 2011 |
| December 11, 2011 - December 24, 2011 | December 24, 2011 | January 6, 2012 |
| December 25, 2011 - January 7, 2012 | January 7, 2012 | January 20, 2012 |
| January 8, 2012 - January 21, 2012 | January 21, 2012 | February 3, 2012 |
| January 22, 2012 - February 4, 2012 | February 4, 2012 | February 17, 2012 |
| February 5, 2012 - February 18, 2012 | February 18, 2012 | March 2, 2012 |
| February 19, 2012 - March 3, 2012 | March 3, 2012 | March 16, 2012 |
| March 4, 2012 - March 17, 2012 | March 17, 2012 | March 30, 2012 |
| March 18, 2012 - March 31, 2012 | March 31, 2012 | April 13, 2012 |
| April 1, 2012 - April 14, 2012 | April 14, 2012 | April 27, 2012 |
| April 15, 2012 - April 28, 2012 | April 28, 2012 | May 11, 2012 |
| April 29, 2012 - May 12, 2012 | May 12, 2012 | May 25, 2012 |
| May 13, 2012 - May 26, 2012 | May 26, 2012 | June 8, 2012 |
| May 27, 2012 - June 9, 2012 | June 9, 2012 | June 21, 2012 *Summer Hours |
| * Summer Hours - Pay day is on a Thursday | | |

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

M. INCLEMENT WEATHER

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

Assume that school will open as usual.

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

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

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

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

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

Inclement weather that may exist in this area includes:

Tornados

Thunderstorms and high winds

Flash floods

Heavy snow or ice storms

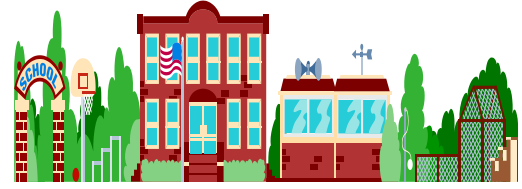
Heat wave, ozone alert, and drought

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

II. Plano ISD General Information

A. DISTRICT'S SIZE AND GROWTH

As one of the largest districts in Texas, the Plano Independent School District offers a well-rounded progressive educational program for its students. The district operates 71 schools for a student population of approximately 55,000.



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

B. GRADE ALIGNMENTS

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

| Level | Grade | # of Campuses | Hours |
|--------------------------|------------|---------------|---|
| ► Elementary | | | |
| Early Childhood | Pre-K | 3 | <ul style="list-style-type: none"> • Beaty, Isaacs & Pearson 8:15 a.m. -11:00 a.m. 12:30 p.m. -3:15 p.m. • Harrington 8:00 a.m. -10:45 a.m. 12:15 p.m. -3:00 p.m. |
| Head Start Program | | | (Housed at Meadows Elementary) 8:15 a.m. - 1:45 p.m. |
| Elementary Schools | K-5 | 44 | 7:45 a.m. - 2:45 p.m. |
| ► Secondary | | | |
| Middle Schools | 6-8 | 13 | 8:30 a.m. - 3:30 p.m. |
| High Schools | 9-10 | 6 | 9:00 a.m. - 4:15 p.m. |
| Senior High Schools | 11-12 | 3 | 9:00 a.m. - 4:15 p.m. Zero Hour Classes at Sr. High begins at 8:00 a.m. |
| Special Programs Centers | K-5 6-8 | 1 | 7:45 a.m. – 2:45 p.m. 8:30 a.m. – 3:30 p.m. |
| | 9-12 | 1 | 8:30 a.m. – 3:45 p.m. |
| Total | | 71 | |

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

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

C. SCHOOL FACILITIES

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

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

D. ACCREDITATION

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

E. THE SCHOOL BOARD AND SUPERINTENDENT

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

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

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

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

F. DISTRICT'S SPECIAL PROGRAMS

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

**PLANO ISD SCHOOL CALENDAR
2011-2012**

(Rev May 2, 2011)

Early Childhood Hours:

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

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

| | |
|----------------------------|---|
| August 22 (Monday) | First Day of Classes |
| September 5 (Monday) | Labor Day (Student/Teacher Holiday) |
| ■ September 21 (Wednesday) | ELEMENTARY EARLY RELEASE, Teacher Professional Development |
| ◆ October 20 (Thursday) | ELEMENTARY EARLY RELEASE, Teacher Records Day |
| October 21 (Friday) | Parent/Teacher Conference Day (Student Holiday) |
| October 24 (Monday) | Student/Teacher Fall Holiday |
| ■ November 9 (Wednesday) | ELEMENTARY EARLY RELEASE, Teacher Professional Development |
| November 23 - 25 | Thanksgiving Holiday (Student /Teacher Holiday) |
| ◆ December 16 (Friday) | Last Day for Students/ELEMENTARY EARLY RELEASE, Teacher Records Day |
| December 19 – December 30 | Winter Break (Student/Teacher Holiday) |
| January 2 (Monday) | Teacher Work Day (Student Holiday) |
| January 3 (Tuesday) | Classes Resume (Students) |
| January 16 (Monday) | Martin Luther King, Jr.'s Birthday (Student/Teacher Holiday) |
| February 20 (Monday) | Professional Development Day (Student Holiday) |
| ■ February 22 (Wednesday) | ELEMENTARY EARLY RELEASE, Teacher Professional Development |
| ◆ March 9 (Friday) | ELEMENTARY EARLY RELEASE, Teacher Records Day |
| March 12 - 16 | Spring Break (Student/Teacher Holiday) |
| April 6 (Friday) | Student/Teacher Spring Holiday |
| ■ May 9 (Wednesday) | ELEMENTARY EARLY RELEASE, Teacher Professional Development |
| May 28 (Monday) | Memorial Day (Student/Teacher Holiday) |
| ◆ June 1 (Friday) | Last Day of Classes for Students/ELEMENTARY EARLY RELEASE |
| June 4 (Monday) | Teacher Records Day |
| June 4 & 5 | Inclement Weather Days |

Early Release Legend

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 – Middle Schools: 12:40 p.m., High/Senior High Schools: 1:00 p.m.)

| | | | |
|-------------------|------------------------------|--------------|-----------------|
| ELEMENTARY | End of First Grading Period | October 20 | 43 days |
| | End of Second Grading Period | December 16 | <u>36 days</u> |
| | TOTAL DAYS | | 79 days |
| ELEMENTARY | End of Third Grading Period | March 9 | 47 days |
| | End of Fourth Grading Period | June 1 | <u>53 days</u> |
| | TOTAL DAYS | | 100 days |
| SECONDARY | End of First Grading Period | September 23 | 24 days |
| | End of Second Grading Period | November 2 | 26 days |
| | End of Third Grading Period | December 16 | <u>29 days</u> |
| | TOTAL DAYS | | 79 days |
| SECONDARY | End of Fourth Grading Period | February 16 | 32 days |
| | End of Fifth Grading Period | April 12 | 33 days |
| | End of Sixth Grading Period | June 1 | <u>35 days</u> |
| | TOTAL DAYS | | 100 days |

III. Substitute Duties and Responsibilities

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHER / ASSISTANT

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

A. GENERAL

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

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

A substitute, serving in a long-term assignment, may 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.**

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

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

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

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

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

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

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

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

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

B. PROFESSIONAL ETHICS

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

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

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

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

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

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

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

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

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

C. STUDENT SCHOOL DAY HOURS

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

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

D. SUBSTITUTE PROCEDURES

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

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

E. STUDENT ILLNESS OR ACCIDENTS

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

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

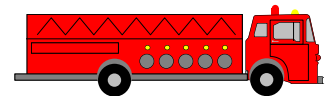
Under no circumstances should a substitute teacher administer medicine to a student. Regarding the treatment of students all substitutes must comply with Plano ISD Board Policies Health Requirements and Services: Medical Treatment. A printed copy of these guidelines is available at every campus office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

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

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

F. FIRE AND EMERGENCY DRILLS

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



G. CLASSROOM INSTRUCTION

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

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

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

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

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

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

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

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

H. CLASSROOM MANAGEMENT

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

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

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

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

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

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

I. EXTRA DUTIES

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

J. CONFERENCE/PLANNING PERIOD

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

K. USEFUL TIPS

- SMILE!
- Start the day promptly, firmly and concisely.

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



DUTIES AND RESPONSIBILITIES OF SUBSTITUTE NURSE

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

A. GENERAL

- 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 of 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 at all grade levels including special education assignments.
- 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 question to School Health Services at (469) 752-4762.

C. SUBSTITUTE PROCEDURES

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

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE PARAPROFESSIONAL (Clerical)

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

A. SECURITY PROCEDURES

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

Access to Campus

- After buzzer sounds, respond **"May I help you?"**
- Grant access only after positively identifying the person.
- Ask the visitor to identify himself and state his reason for entering the building.
- Ensure each visitor has 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/Conference button.
- Dial recipients' number. Inform the recipient who is calling and why. Don't make callers repeat their story again.
- Press the Transfer/Conference button again.
- Hang up.

To transfer a call to a voice mailbox:

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

C. SUBSTITUTE PROCEDURES

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

IV. Forms

**PLANO INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE EVALUATION**

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

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

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

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

Complete this section if applicable:

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

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

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

In Person _____ By Phone _____ By Letter _____ Date _____

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

Principal/Campus Administrator/Supervisor Campus/Department Date

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

PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESPONSE

Substitute's Name: _____ Date: _____

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

Substituting For _____

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

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

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

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

Comments:

Substitute's Signature

Date

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

KEEP A COPY FOR YOUR FILES.

PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESIGNATION

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

Today's Date: _____

Social Security Number: _____

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 will resign from my substitute position.
- Accepted part-time employment with Plano ISD
and will continue to work as a substitute on days that I am
not assigned to work in my regular position.
- 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 e-mail:

Mail
Plano ISD – Human Resources
Attn: Substitute Office
2700 W. 15th Street, Plano TX 75075

Fax
469-752-8037

E-mail
By your last name send to:
A – M marisol.sonoda@pisd.edu
N – Z dollie.thomas@pisd.edu

V. Directions to Campuses

DIRECTIONS

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

DIRECTIONS

| SCHOOL | FROM NORTH DALLAS TOLLWAY | FROM CENTRAL EXPRESSWAY (U.S. 75) |
|--|---|---|
| Carpenter Middle School 1501 Cross Bend Plano 75023 469-752-5000 | Parker Rd. Exit-East to Rainier North on Rainier to Cross Bend to the school | Parker Rd. Exit-West to Rainier North on Rainier to Cross Ben to the school |
| Centennial Elementary 2609 Ventura Lane Plano 75093 469-752-0700 | Park Blvd. Exit-East to Ventura North on Ventura to the school | Park Blvd. Exit-West to Ventura North on Ventura to the school |
| Christie Elementary 3801 Rainier Plano 75023 469-752-0800 | Parker Rd. Exit-East to Rainier North on Rainier to the school | Parker Rd. Exit-West to Rainier North on Rainier to the school |
| Clark High School 523 Spring Creek Parkway Plano 75023 469-752-7200 | Spring Creek Exit-East to the school | Spring Creek Exit-West to the school |
| Daffron Elementary 3900 Preston Meadow Drive Plano 75093 469-752-0900 | Parker Rd. Exit-East to Preston Meadow Dr. North on Preston Meadow Dr. to the school | Parker Rd. Exit-West to Preston Meadow Dr. North on Preston Meadow Dr. to the school |
| Davis Elementary 2701 Parkhaven Drive Plano 75075 469-752-1000 | Park Blvd. Exit-East to Roundrock North on Roundrock to Parkhaven to the school | Park Blvd. Exit-West to Roundrock North on Roundrock to Parkhaven to the school |
| Dooley Elementary 2425 San Gabriel Drive Plano 75074 469-752-1100 | Park Blvd. Exit-East to San Gabriel Dr. North on San Gabriel Dr. to the school | Park Blvd. Exit-East to San Gabriel Dr. North on San Gabriel Dr. to the school |
| Forman Elementary 3600 Timberline Drive Plano 75074 469-752-1200 | Park Blvd Exit-East to Shiloh South on Shiloh to Timberline Dr. to the school | Park Blvd. Exit-East to Shiloh South on Shiloh to Timberline Dr. to the school |
| Frankford Middle School 7706 Osage Plaza Parkway Dallas 75252 469-752-5200 | Frankford Rd. Exit-East to Osage Plaza Pkwy. South on Osage Plaza Parkway to the school | Plano Pkwy Exit-West to Coit Rd. South on Coit to Osage Plaza Parkway West on Osage Plaza Parkway to the school |
| Gulledge Elementary 6801 Preston Meadow Drive Plano 75024 469-752-1300 | Legacy Exit-East to Preston Meadow Dr. South on Preston Meadow Dr. to the school | Legacy Exit- West to Preston Meadow Dr. South on Preston Meadow Dr. to the school |
| Haggard Elementary 17820 Campbell Road Plano 75252 469-752-1400 | Frankford Exit-East to Campbell Rd. South on Campbell Rd. to the school | Campbell Rd. Exit-West to the school |
| Haggard Middle School 2832 Parkhaven Drive Plano 75075 469-752-5400 | Park Blvd. Exit-East to Westside North on Westside to Parkhaven West on Parkhaven to the school | Park Blvd Exit-West to Westside North on Westside to Parkhaven West on Parkhaven to the school |
| Harrington Elementary 1540 Baffin Bay Drive Plano 75075 469-752-1500 | Park Blvd Exit-East to Country Place North on Country Place then East on Baffin Bay Dr. to the school | Park Blvd. Exit-West to Country Place North on Country Place then East on Baffin Bay Dr. to the school |

DIRECTIONS

| SCHOOL | FROM NORTH DALLAS TOLLWAY | FROM CENTRAL EXPRESSWAY (U.S. 75) |
|--|--|--|
| Haun Elementary 4500 Quincy Lane Plano 75024 469-752-1600 | Legacy Drive Exit-East to Coit North on Coit to Quincy Ln. West on Quincy Ln. to the school | Legacy Drive Exit-West to Coit North on Coit to Quincy Ln. West on Quincy Ln. to the school |
| Head Start 1600 Rigsbee Plano 75074 469-752-7160 | Park Blvd. Exit-East to Rigsbee South on Rigsbee to the school | Park Blvd. Exit-East to Rigsbee South on Rigsbee to the school |
| Hedgcoxe Elementary 7701 Prescott Drive Plano 75025 469-752-1700 | Legacy Exit-East to Red River North on Red River to Prescott Dr. to the school | Legacy Exit-West to Red River North on Red River to Prescott Dr. to the school |
| Hendrick Middle School 7400 Red River Drive Plano 75025 469-752-5600 | Legacy Exit-East to Red River Dr. North on Red River Dr. to the school | Legacy Exit-West to Red River Dr. North on Red River Dr. to the school |
| Hickey Elementary 4100 Coldwater Creek Plano 75074 469-752-4100 | Parker Rd. Exit-East to Coldwater Creek South on Coldwater Creek to the school | Parker Rd. Exit-East to Coldwater Creek South on Coldwater Creek to the school |
| Hightower Elementary 2601 Decator Drive Plano 75093 469-752-1800 | Park Blvd Exit-East to Decator Dr. North on Decator Dr. to the school | Park Blvd Exit-West to Decator Dr. North on Decator Dr. to the school |
| Huffman Elementary 5510 Channel Isle Drive Plano 75093 469-752-1900 | Plano Pkwy Exit-East to Winding Hollow North on Winding Hollow to Channel Isle West on Channel Isle to the school | Plano Pkwy Exit-West to Winding Hollow North on Winding Hollow to Channel Isle West on Channel Isle to the school |
| Hughston Elementary 2601 Cross Bend Road Plano 75023 469-752-2000 | Parker Rd. Exit-East to Roundrock North on Roundrock to Cross Bend Rd. to the school | Parker Rd. Exit-West to Roundrock North on Roundrock to Cross Bend Rd. to the school |
| Hunt Elementary 415 Oriole Drive Murphy 75094 469-752-4400 | Park Blvd. Exit-East Park becomes Betsy Lane North on Oriole Drive to the school | Park Blvd. Exit-East Park becomes Betsy Lane North on Oriole Drive to the school |
| Isaacs Early Childhood School 3400 E. Parker Road Plano 75074 469-752-3480 | Parker Road E. Exit – East on Parker Rd. to San Gabriel Continue to the School | Parker Road E. Exit – East on Parker Rd. to San Gabriel Continue to the School |
| Jackson Elementary 1101 Jackson Drive Plano 75075 469-752-2100 | Plano Pkwy Exit-East to Woodburn Corners North on Woodburn Corners to Jomar East on Jomar to Jackson Dr. to the school | 15 th St. Exit-West to Colchester South on Colchester to Jomar East on Jomar to Jackson Dr. to the school |
| Jasper High School 6800 Archgate Drive Plano 75024 469-752-7400 | Legacy Dr. Exit-East to Archgate South on Archgate Dr. to the school | Legacy Dr. Exit-West to Archgate Dr. South on Archgate to the school |
| Mathews Elementary 7500 Marchman Way Plano 75025 469-752-2300 | Legacy Dr. Exit-East to Marchman Way North on Marchman Way to the school | Legacy Dr. Exit-West to the school North on Marchman Way to the school |

DIRECTIONS

| SCHOOL | FROM NORTH DALLAS TOLLWAY | FROM CENTRAL EXPRESSWAY (U.S. 75) |
|---|---|---|
| McCall Elementary 6601 Cloverhaven Way Plano 75074 469-752-4500 | Spring Creek Exit-East to Jupiter North on Jupiter to Chaparral East on Chaparral to Cloverhaven Way South on Cloverhaven Way to the school | Spring Creek Exit-East to Jupiter North on Jupiter to Chaparral East on Chaparral to Cloverhaven Way South on Cloverhaven Way to the school |
| McMillen High School 750 N. Murphy Road Murphy, TX 75094 469-752-8600 | Park Blvd. Exit- East to FM 2551 (Murphy Rd.), south on FM 2551 to the school. (FM 2551 becomes Murphy Rd.). | Park Blvd. Exit-East to FM 2551 (Murphy Rd.), south on FM 2551 to the school. (FM 2551 becomes Murphy Rd.). |
| Meadows Elementary 2800 18 th Street Plano 75074 469-752-2400 | Park Blvd Exit-East to Rigsbee South on Rigsbee to 18 th St. East on 18 th St. to the school | Park Blvd Exit-East to Rigsbee South on Rigsbee to 18 th St. East on 18 th St. to the school |
| Memorial Elementary 2600 Avenue R Plano 75074 469-752-2500 | Park Blvd. Exit-East to Avenue R North on Avenue R to the school | Park Blvd. Exit-East to Avenue R North on Avenue R to the school |
| Mendenhall Elementary 1313 19 th St Plano 75074 469-752-2600 | Park Blvd. Exit-East to Avenue K South on Avenue K to 19 th St East on 19 th St. to the school | Park Blvd. Exit-East to Avenue K South on Avenue K to 19 th St East on 19 th St. to the school |
| Miller Elementary 5651 Coventry Drive Richardson 75082 469-752-2700 | Plano Pkwy Exit-East to Jupiter South on Jupiter to Renner Rd East on Renner to Carrington South on Carrington to Coventry Dr. to the school | Plano Pkwy Exit-East to Jupiter South on Jupiter to Renner Rd East on Renner to Carrington South on Carrington to Coventry Dr. to the school |
| Mitchell Elementary 4223 Briargrove Dallas 75287 469-752-2800 | Frankford Exit-South on frontage road to Briargrove Ln. West on Briargrove Ln. to the school | Plano Pkwy Exit-West to Dallas Pkwy South on Dallas Pkwy to Briargrove Ln. West on Briargrove Ln. to the school |
| Murphy Middle School 620 N. Murphy Road Murphy 75094 469-752-7000 | Park Blvd. Exit-East to FM 2551 South on FM 2551 to the school (FM 2551 becomes Murphy Rd.) | Park Blvd. Exit-East to FM 2551 South on FM 2551 to the school (FM 2551 becomes Murphy Rd.) |
| Otto Middle School 504 Northstar Road Plano 75074 469-752-8500 | Plano Pkwy. Exit – East to 75 South on Northstar Rd. to the school | 75 to Renner Road East on Renner Road North on Northstar Rd. to the school |
| Pearson Early Childhood 4000 Eagle Pass Plano 75023 469-752-4300 | Spring Creek Exit-East to Eagle Pass South on Eagle Pass to the school | Spring Creek Exit-West to Eagle Pass South on Eagle Pass to the school |
| Plano East Senior High School 3000 Los Rios Blvd. Plano 75074 469-752-9000 | Park Blvd. Exit-East to Los Rios Blvd. North on Los Rios Blvd. to the school | Park Blvd. Exit-East to Los Rios Blvd. North on Los Rios Blvd. to the school |
| Plano Senior High School 2200 Independence Parkway Plano 75075 469-752-9300 | Park Blvd Exit-East to Independence Pkwy. to the school | Park Blvd Exit-West to Independence Pkwy. to the school |
| Plano West Senior High School 5601 W. Parker Rd Plano 75093 469-752-9600 | Parker Rd. Exit-East to the school | Parker Rd. Exit-West to the school |

DIRECTIONS

| SCHOOL | FROM NORTH DALLAS TOLLWAY | FROM CENTRAL EXPRESSWAY (U.S. 75) |
|--|--|--|
| Rasor Elementary 945 Hedgcoxe Road Plano 75025 469-752-2900 | Legacy Dr. Exit-East to Alma North on Alma to Hedgcoxe Rd. East on Hedgcoxe to the school | Legacy Dr. Exit-West to Alma North on Alma to Hedgcoxe Rd. East on Hedgcoxe to the school |
| Renner Middle School 5701 Parker Road Plano 75093 469-752-5800 | Parker Rd. Exit-East to the school | Parker Rd. Exit-West to the school |
| Rice Middle School 8500 Gifford Drive Plano 75025 469-752-6000 | Legacy Dr. Exit-East to Independence North on Independence to Russell Creek West on Russell Creek to Gifford Dr. North on Gifford Dr. to the school | Legacy Dr. Exit-West to Independence North on Independence to Russell Creek West on Russell Creek to Gifford Dr. North on Gifford Dr. to the school |
| Robinson Middle School 6701 Preston Meadow Drive Plano 75024 469-752-6200 | Spring Creek Exit-East to Preston Meadow Dr. North on Preston Meadow Dr. to the school | Spring Creek Exit-West to Preston Meadow Dr. North on Preston Meadow Dr. to the school |
| Rose Haggar Elementary | See Haggar Elementary | See Haggar Elementary |
| Saigling Elementary 3600 Matterhorn Drive Richardson 75075 469-752-3000 | Park Blvd. Exit-East to Coit North on Coit to Matterhorn Dr. East on Matterhorn Dr. to the school | Park Blvd. Exit-West to Independence North on Independence to Parkhaven then West on Parkhaven to Mission Ridge to the school |
| Schell Elementary 5301 E. Renner Road Richardson 75082 469-752-6600 | George Bush Turnpike East to Renner Road East on Renner Road to Brand Road Left on Brand Road to the school | Renner Road Exit East on Renner Road to Brand Road Turn left on Brand Road to the school |
| Schimelpfenig Middle School 2400 Maumelle Drive Plano 75023 469-752-6400 | Spring Creek Exit-East to Independence North on Independence to Maumelle Dr. East on Maumelle Dr. to the school | Spring Creek Exit-West to Custer North on Custer to Maumelle Dr. West on Maumelle Dr. to the school |
| Shepard Elementary 1000 Wilson Drive Plano 75075 469-752-3100 | Plano Pkwy. Exit-to Custer North on Custer to Grandview West on Grandview to Wilson Dr. North to the school | 15 th St. Exit-West to Custer South on Custer to Grandview West on Grandview to Wilson Dr. North to the school |
| Shepton High School 5505 Plano Parkway Plano 75093 469-752-7600 | Plano Parkway Exit-East to the school | Plano Parkway Exit-West to the school |
| Sigler Elementary 1400 Janwood Drive Plano 75075 469-752-3200 | Plano Parkway Exit-East to Alma North on Alma to Janwood Dr. West on Janwood Dr. to the school | 15 th St. Exit-West to Alma South on Alma to Janwood Dr. West on Janwood Dr. to the school |
| Skaggs Elementary 3201 Russell Creek Drive Plano 75025 469-752-3300 | Legacy Exit-East to Independence North on Independence to Russell Creek Dr. West on Russell Creek Dr. to the school | Legacy Exit-West to Independence North on Independence to Russell Creek Dr. West on Russell Creek Dr. to the school |
| Special Programs Center (K-8) Bird Education Center 1300 19 th Street Plano 75074 469-752-2200 | Park Blvd. Exit-East to K Avenue South on K Avenue to 19 th St. East on 19 th St. to the school | Park Blvd. Exit-East to K Avenue South on K Avenue to 19 th St. East on 19 th St. to the school |

DIRECTIONS

| SCHOOL | FROM NORTH DALLAS TOLLWAY | FROM CENTRAL EXPRESSWAY (U.S. 75) |
|---|---|---|
| Special Programs Center (9-12) Guinn Center 2221 Legacy Drive Plano 75023 469-752-6900 | Legacy Drive Exit-East to Custer to the school | Legacy Drive Exit-West to Custer to the school |
| Stinson Elementary 4201 Greenfield Drive Richardson 75082 469-752-3400 | Plano Parkway Exit-East to 75 South on 75 to Renner Road East on Renner to North Star South on North Star for ½ mile Turn right on Greenfield Dr. to the school | 75 to Renner Road East on Renner to North Star South on North Star for ½ mile Turn right on Greenfield Dr. to the school |
| Thomas Elementary 1800 Montana Trail Plano 75023 469-752-3500 | Spring Creek Exit-East to Blue Ridge Trail North on Blue Ridge Trail then East on Montana Trail to the school | Spring Creek Exit-West to Blue Ridge Trail North on Blue Ridge Trail then East on Montana Trail to the school |
| Vines High School 1401 Highedge Plano 75075 469-752-7800 | Plano Parkway Exit-East to Independence North on Independence to 15 th St East on 15 th Street to the school | 15 th St. Exit-West to the school |
| Weatherford Elementary 2941 Mollimar Drive Plano 75075 469-752-3600 | Plano Parkway Exit-East to Independence North on Independence to Mollimar Dr. West on Mollimar Dr. to the school | 15 th St. Exit-West to Independence North on Independence to Mollimar Dr. West on Mollimar Dr. to the school |
| Wells Elementary 3427 Mission Ridge Plano 75023 469-752-3700 | Parker Road Exit-East to Mission Ridge North on Mission Ridge to the school | Parker Road Exit-West to Mission Ridge North on Mission Ridge to the school |
| Williams High School 1717 17 th Street Plano 75074 469-752-8300 | Park Blvd. Exit-East to Avenue P South on Avenue P to 17 th St. to the school | Park Blvd. Exit-East to Avenue P South on Avenue P to 17 th St. to the school |
| Wilson Middle School 1001 Custer Road Plano 75075 469-752-6700 | Plano Parkway Exit-East to Custer Rd. North on Custer Rd. to the school | 15 th St. Exit-West to Custer Rd. South on Custer Rd. to the school |
| Wyatt Elementary 8900 Coit Road Plano 75025 469-752-3800 | Legacy Dr. Exit-East to Coit Rd. North on Coit Rd. to the school | Legacy Dr. Exit-West to Coit Rd. North on Coit Rd. to the school |

DIRECTIONS

| Administration & Other Sites | FROM NORTH DALLAS TOLLWAY | FROM CENTRAL EXPRESSWAY (U.S. 75) |
|---|--|--|
| Administration Building 2700 W. 15 th Street Plano 75075 469-752-8100 | Plano Parkway Exit-East to Independence North on Independence to 15 th St. East on 15 th St. to the building | 15 th St. Exit-West West on 15 th St. to the building |
| Cox Building 1517 Avenue H Plano 75074 469-752-5380 | Plano Parkway Exit-East to 75 North on Service Rd. to 15 th East on 15 th St. to Avenue H North on Avenue H to the building | 15 th St. Exit East on 15 th St. to Avenue H North on Avenue H to the building |
| Employee Child Care Center 3901 Pebble Creek Court Plano 75023 469-752-6162 | Spring Creek Exit – East to Spring Creek/Coit South on Coit to Pebble Creek Court | Spring Creek Exit – West to Spring Creek/Coit South on Coit to Pebble Creek Court |
| Holifield Science Learning Center 3401 E. Spring Creek Parkway Plano 75074 469-752-1190 | Park Blvd. Exit-East to Spring Creek/Shiloh North on Spring Creek Parkway | Park Blvd. Exit-East to Spring Creek/Shiloh North on Spring Creek Parkway |
| Shiloh Center 3540 East 14 th Street Plano 75074 469-752-8700 | Plano Parkway Exit-East to Shiloh North on Shiloh to 14 th Street West on 14 th St-Shiloh - Center will be on left | Plano Pkwy. Exit-East to Shiloh North on Shiloh to 14 th Street West on 14 th St-Shiloh - Center will be on left |
| Sockwell Center 6301 Chapel Hill Blvd. Plano 75093 469-752-4750 | Park Blvd. Exit-North on Chapel Hill Blvd. West on Chapel Hill Blvd. to the center | Park Exit-West to Parkwood Blvd. Parkwood Blvd North to Chapel Hill Blvd. West on Chapel Hill Blvd. to the center |