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Teamwork for Excellence



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

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# **Substitute Handbook 2016 – 2017**

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.

May 2016

## **A Message from the Director:**

Dear Substitute,

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

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

Sincerely,

A handwritten signature in black ink that reads "Suzanne Drotman". The signature is fluid and cursive, with a long horizontal flourish at the end.

Suzanne Drotman  
Director of Compensation and Employee Records

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## **PISD General Information**

# PLANO ISD SCHOOL CALENDAR 2016-2017

Updated March 31, 2016

**Early Childhood Hours:**

Beaty, Isaacs &amp; Pearson: 8:15 a.m. - 11:00 a.m. — 12:30 p.m. - 3:15 p.m.

Head Start: 8:15 a.m. - 1:45 p.m.

**Full Day Pre-K Hours:**

Beaty, Isaacs &amp; Pearson: 8:15 a.m. - 3:15 p.m.

Christie, Huffman, Jackson, Memorial &amp; Thomas: 7:45 a.m. - 2:45 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 & 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 22 (Monday)	First Day of Classes for Students
September 5 (Monday)	Student / Teacher Holiday
October 10 (Monday)	Parent Teacher Conference Day (Student Holiday)
November 21 - 25	Thanksgiving Break (Student / Teacher Holiday)
♦ December 16 (Friday)	Last Day of First Semester / ELEMENTARY EARLY RELEASE
December 19 - 30	Winter Break (Student / Teacher Holiday)
January 2 (Monday)	Student Holiday / Teacher Work / Professional Development Day
January 3 (Tuesday)	Classes Resume – Start of Second Semester
January 16 (Monday)	Student / Teacher Holiday
February 20 (Monday)	Student Holiday / Teacher Work / Professional Development Day
March 6 - 10	Spring Break (Student / Teacher Holiday)
** April 14 (Friday)	Student / Teacher Spring Holiday / 2 <sup>nd</sup> Inclement Weather Day
* April 17 (Monday)	Student Holiday / Teacher Work / Professional Development Day / 1 <sup>st</sup> Inclement Weather Day
May 29 (Monday)	Student / Teacher Holiday
♦ June 2 (Friday)	Last Day of Classes for Students / ELEMENTARY EARLY RELEASE
June TBD	Graduation

\*First inclement weather day: April 17

\*\*Second inclement weather day: April 14

**Exam Dismissal Times:**

High/Senior High Schools release at 1:15 p.m.

Academy High School releases at 1:30 p.m.

Middle Schools release at 12:40 p.m. ON THE LAST DAY OF EXAMS ONLY

## Early Release Legend

**Early Dismissal**

12:00 p.m.  
dismissal for  
Elementary,  
Grades K-5 and  
Full Day PK (at  
elementary  
schools)

**Early Childhood  
Schools' Early  
Release Schedule**

♦ P.M. session  
will not meet

♦ Full day PK at  
Early Childhood  
Schools will  
dismiss at 11  
a.m. at the end  
of the A.M.  
session

Dismissal time  
specific to each  
campus.

**ALL GRADE LEVELS****First Semester**

End of 1 <sup>st</sup> Grading Period	October 14	38 days
End of 2 <sup>nd</sup> Grading Period	December 16	40 days
<b>Total Days</b>		<b>78 days</b>

**Second Semester**

End of 3 <sup>rd</sup> Grading Period	March 21	49 days
End of 4 <sup>th</sup> Grading Period	June 2	50 days
<b>Total Days</b>		<b>99 days</b>

**TOTAL INSTRUCTIONAL DAYS: 177 days**

## CAMPUSES

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

Level	Grade	# of Campuses	Student Hours	Substitute Hours
<b>► Elementary</b>				
Early Childhood	Pre-K	3	<b>Beaty, Isaacs &amp; Pearson</b> 8:15 a.m. - 11:00 a.m. 12:30 p.m. - 3:15 p.m.	<b>Beaty, Isaacs &amp; Pearson</b> 7:30 a.m. - 4:00 p.m.
Head Start Program			8:00 a.m. - 1:45 p.m.	7:15 a.m. - 3:45 p.m.
Elementary Schools	K-5	44	7:45 a.m. - 2:45 p.m.	7:15 a.m. - 3:45 p.m.
<b>► 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>► 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>		

## INCLEMENT WEATHER

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

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

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

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

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

**Other media:** Closings for inclement weather are posted on the district's home page at [www.pisd.edu](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.



# **Employment**

## EMPLOYMENT REQUIREMENTS

### QUALIFICATIONS

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

### TRS CREDIT FOR SUBSTITUTES

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

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

### WORK REQUIREMENT

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

### TRS RETIREES

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

### RENEWAL PROCESS

Each spring, substitutes who have met the work requirement are asked to renew their status as a substitute for the upcoming school year. Instructions including how to renew and renewal

meeting schedules are distributed electronically at a designated time. Renewal is a two-step process: substitutes must renew online and attend their scheduled meeting.

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

## **SUBSTITUTE EVALUATIONS**

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

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

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

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

## **SUBSTITUTE RESPONSES**

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

## **REMOVAL FROM THE SUBSTITUTE SYSTEM**

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

Specific actions that may result in removal from the substitute system include but are not limited to:

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

## **Substitute Compensation and Benefits**

## SUBSTITUTE PAY RATES

### Teacher Daily Rate:

**Any Assignment - \$100.00 per day**

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

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

### Paraprofessional Daily Rate:

**Any Assignment - \$10.00 per hour**

**Single Assignment (21 days or longer) - \$11.00 per hour**

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

### Note:

- **Temporary Support Special Education Teacher \$100.00 per day**
- **Temporary Support Special Education Aide \$10.00 per hour**

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

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

### Additional Pay Information:

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

Substitute pay is by direct deposit only and statements are available online at the following link:  
[esc.pisd.edu](http://esc.pisd.edu).

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

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

## PAYROLL SCHEDULE

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

REPORTING PERIOD	PAYDATE
May 22, 2016 – June 4, 2016	June 16, 2016 *Summer Hours
June 5, 2016 – June 18, 2016	June 30, 2016 *Summer Hours
June 19, 2016 – July 2, 2016	July 14, 2016 *Summer Hours
July 3, 2016 – July 16, 2016	July 29, 2016
July 17, 2016 – July 30, 2016	August 12, 2016
July 31, 2016 – August 13, 2016	August 26, 2016
August 14, 2016 – August 27, 2016	September 9, 2016
August 28, 2016 – September 10, 2016	September 23, 2016
September 11, 2016 – September 24, 2016	October 7, 2016
September 25, 2016 – October 8, 2016	October 21, 2016
October 9, 2016 – October 22, 2016	November 4, 2016
October 23, 2016 – November 5, 2016	November 18, 2016
November 6, 2016 – November 19, 2016	December 2, 2016
November 20, 2016 – December 3, 2016	December 16, 2016
December 4, 2016 – December 17, 2016	December 30, 2016
December 18, 2016 – December 31, 2016	January 13, 2017
January 2, 2017 – January 14, 2017	January 27, 2017
January 15, 2017 – January 28, 2017	February 10, 2017
January 29, 2017 – February 11, 2017	February 24, 2017
February 12, 2017 – February 25, 2017	March 10, 2017
February 26, 2017 – March 11, 2017	March 24, 2017
March 12, 2017 – March 25, 2017	April 7, 2017
March 26, 2017 – April 8, 2017	April 21, 2017
April 9, 2017 – April 22, 2017	May 5, 2017
April 23, 2017 – May 6, 2017	May 19, 2017
May 7, 2017 – May 20, 2017	June 2, 2017
May 21, 2017 – June 3, 2017	June 15, 2017 *Summer Hours
<b>*Summer Hours- Payday is on 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.

## **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)

## **ADDITIONAL BENEFIT**

As a Plano ISD substitute, you are eligible for free admission to all athletic events taking place in Plano ISD. This includes all middle school, high school, and senior high school events. A current badge must be presented; it allows admission for the substitute only- no spouses or children. The badge will not be honored at out-of-town locations. (Note: For varsity football, this is admission to General Admission Seating only. As with all Plano ISD employees, Reserved Seating requires the purchase of a Reserved ticket.)

## **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.

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



## **Substitute Duties and Responsibilities**

## **DUTIES & RESPONSIBILITIES OF SUBSTITUTE TEACHERS/CLASSROOM ASSISTANTS**

### **GENERAL**

#### **EXPECTATIONS**

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

#### **ASSIGNMENT CANCELLATION**

If substitutes must cancel an assignment, they must notify the school's office manager as soon as they are aware no later than the day before the assignment. Leave a voicemail and send an email to the office manager to adequately alert the campus.

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

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

#### **ASSIGNMENT RESPONSIBILITIES**

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

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

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

## COLLECTION OF MONIES

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

## CELL PHONES, TABLETS, & OTHER ELECTRONIC DEVICES

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

## CLASSROOM MATERIALS

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

## LAST MINUTE ASSIGNMENTS

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

## ASSIGNMENT SELECTION

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

## **DRESS CODE**

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

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

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

## **PROHIBITED ITEMS**

The following items are prohibited on school district property: electronic cigarettes, firearms, knives, and weapons. Note: An employee who holds a valid Texas Concealed Handgun License (CHL) or License to Carry a Handgun (LTC) may store a handgun in a privately owned vehicle parked on District property, provided the vehicle is locked, the firearm is hidden from view, and the possession of the handgun is not otherwise prohibited by law.

## **PROHIBITED DRUGS**

Any controlled substance or dangerous drug as defined by law is prohibited on school district property. This includes but is not limited to a controlled substance, tobacco, alcoholic beverages, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate. Substitutes shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs during working hours while on District property or at school-related activities during or outside of usual working hours.

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

## **PROFESSIONAL ETHICS**

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

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

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

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

Substitutes are expected to utilize professional communication with all district stakeholders. Criticizing campuses, staff members, parents, or students in the presence of other staff members, parents, students, or volunteers is prohibited.

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

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

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

## **TECHNOLOGY USAGE**

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

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

## **INFORMATION SHARING**

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

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

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

## **SUBSTITUTE HOURS**

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

## **SUBSTITUTE PROCEDURES**

### **BEGINNING OF DAY**

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

- Introduce yourself to other team members and find a buddy teacher for the day. He/she will provide necessary information or offer assistance to you as needed. He/she can discuss with you any extra responsibilities such as lunch duty, playground duty, etc.
- Review lesson plans and the daily schedule of activities. Ensure you have all necessary materials. If lesson plans or materials are not available, notify the team leader or another member of the team if the team leader is not available for assistance.
- Greet the students as they enter the room. As they are seated, have students create a nametag out of paper, or have them write his/her name on the board in front of the class.
- Ask one or two of the students who arrived early to assist you as needed with passing out papers/turning in work, etc.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher's absence.
- Check the attendance and complete other routine matters (lunch count, before or after school duties, etc.).
- Begin lesson plans as quickly as possible.

#### MID-DAY

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

#### END OF DAY

- Leave a summary of the day on the teacher's desk. Attach a note if some work is missing and include an explanation regarding why the papers are missing. Indicate which lesson plans have been completed. Make a note of plans that have not been completed. Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.
- Check in with the office manager for additional duties if you complete your original assignment early. Substitutes may not dismiss themselves.
- Sign out at the front desk in a timely manner. Failure to sign in or out may result in no compensation.

### **STUDENT ILLNESS OR ACCIDENTS**

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

student; send for the school nurse or administrator immediately. Substitutes should not withhold a student from going to the nurse or restroom for any reason.

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

If the substitute is involved in an accident on campus, report it to the office manager or worker's compensation at 469-752-6388 (ext. 26388 on district phone).

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

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

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

## **FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

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

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

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

## **REPORTING CHILD ABUSE AND NEGLECT**

Any District employee, agent, or contractor has a legal obligation to submit an oral or written report of suspected abuse or neglect within 48 hours of learning of the facts giving rise to the suspicion.

Reports may be made to the CPS division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the web at [www.txabusehotline.org](http://www.txabusehotline.org)

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

FFG (EXHIBIT) [http://pol.tasb.org/Policy/Download/312?filename=FFG\(XHIBIT\).pdf](http://pol.tasb.org/Policy/Download/312?filename=FFG(XHIBIT).pdf)

## **CAMPUS EMERGENCY PROCEDURES**

Each year, during orientation or otherwise, each substitute must view the [training video](#) covering the Standard Response Protocol (SRP). Immediately upon arrival at a campus, the substitutes must familiarize himself or herself with the emergency procedures at that campus. Specifically, they must be familiar with the procedures for (and the responsibilities during):

- (a) Lockdown
- (b) Lockout
- (c) Evacuate (fire, fire drills, other emergencies requiring evacuation)
- (d) Shelter (for tornado/dangerous weather or hazardous materials (haz-mat))

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

## **CLASSROOM INSTRUCTION**

- Substitutes are responsible for students, equipment, and materials assigned to his/her supervision.
- Substitutes shall make every effort to carry on the regular work of the staff member and complete the lessons as planned.
- Substitutes should not assign written work and leave it to be graded, except by request of the regular staff member. (On long-term assignments, work should be graded and recorded in the proper place unless otherwise directed.)
- Substitutes should not enter grades unless directed otherwise by the campus.
- Substitutes should not have physical contact with students outside of the job duties for an assignment. For example, a special education substitute might need to assist a student with standing up or sitting down.
- Substitutes will not bring any personal videos or other materials to class.
- Substitutes will not have access to students or associate with students except during class time unless it is part of the assignment and is stated in the lesson plans. Being alone with students, eating lunch with students, or providing students with a pass to return to the class are examples of inappropriate situations that may result in removal from the substitute system.



- In addition to the general information given above, substitutes will comply with all Plano ISD Board Policies; all instructions given by the principal/campus administrator and any and all applicable information contained in the campus/facility handbooks. See the Plano ISD Board Policy Manual here: <http://pol.tasb.org/Home/Index/312>.

## **CLASSROOM MANAGEMENT**

- Make every effort to get to know the students as quickly as possible. For example, when students walk into the classroom, greet the students and politely introduce yourself. This will prompt many to say their own names to you.
- Substitutes must never administer corporal punishment to any student. The use of corporal punishment in any form is cause for dismissal of the substitute. This includes physical contact with a student used to correct a behavior. For example, pulling a disruptive student by the arm to remove him/her from the classroom is not allowed.
- Physical contact with students is to be avoided. For example, giving a student a shoulder massage would be unacceptable. Assisting a special-needs student with standing up/sitting down would be considered acceptable if working in a special education classroom.
- Model the behavior you wish to see in students.
- Compliment students who are on task by name. (Ex: "Dollie, I noticed you led the group in filling out a K-W-L chart.") Put the emphasis on the student's effort, not on the outcome. (Ex: "Wow, I bet you worked really hard on completing your chart.") Finally, focus on the feelings of the student. (Ex: "A 100 on the spelling test! I bet that feels great!")
- Remember to speak kindly and politely when addressing students and use language appropriate for an educational setting. Language of a profane nature will not be tolerated.
- Substitutes are expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment. Substitutes must follow the classroom, campus, and district disciplinary guidelines.
- Substitutes should always be physically present in their assignment. All Plano ISD classrooms contain a phone, so if administrative assistance is required, contact the front office.
- Consequences for discipline issues will be determined by campus administration. If a student needs to be removed from a class, substitutes should call for assistance from the campus administration. Guidelines regarding discipline issues should be addressed with the team leader or buddy teacher at the time you report for your assignment.
- Use proximity to your advantage. Stand next to disruptive students, and they will often correct the disruptive behavior on their own.
- Maintain a professional, teacher-student relationship at all times. Students should not address substitutes by his/her first name.
- Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

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

## **DUTIES**

Substitutes are expected to fulfill all duties that have been assigned to the regular teacher/classroom assistant. A substitute may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. These duties may include but are not limited to arrivals, dismissals, lunch, hall, tutoring, or other special assignments. Substitutes may also attend faculty or grade level meetings in place of the regular teacher if required.

## **CONFERENCE/PLANNING PERIOD**

Typically, substitutes will follow the daily schedule of the regular staff member, which may include a conference or planning period. Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period. Conference/planning periods are not guaranteed to substitutes.

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

### **SECURITY PROCEDURES**

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

#### Access to Campus

- After buzzer sounds, respond "May I help you?"
- Grant access only after positively identifying the person.
- Ask the visitor to identify himself and state his reason for entering the building.
- Ensure each visitor has 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.)

### **TELEPHONE PROCEDURES**

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

#### Answering Calls

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

#### Transferring Calls

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

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

##### To transfer a call to a voice mailbox:

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

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

## **SUBSTITUTE PROCEDURES**

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

## **DUTIES AND RESPONSIBILITIES OF SUBSTITUTE NURSES**

### **GENERAL**

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

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

## **EDUCATION AND PROFESSIONAL LICENSE**

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

## **SUBSTITUTE PROCEDURES**

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

## DIRECTIONS TO CAMPUSES

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

Employee ID

Substitute Search Jobs

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

record count: 15 of 15

Accept Refresh

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/>.

## **Appendix/Forms**

## PLANO INDEPENDENT SCHOOL DISTRICT

### Substitute/Adult Temp Evaluation

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

#### Complete this section if applicable:

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

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

Date of contact \_\_\_\_\_

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

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

Principal/Campus Administrator/Supervisor \_\_\_\_\_

Campus/Department \_\_\_\_\_

Date \_\_\_\_\_

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



## PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESPONSE

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

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

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

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

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

Comments:

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

\_\_\_\_\_  
Date

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

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**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:**

**Mail**

**Fax**

**E-mail**

Plano ISD- Human Resources  
Attn: Substitute Office

469-752-8009

Scan/email send to: substitute@pisd.edu.

2700 W. 15<sup>th</sup> Street Plano, TX 75075

### Substitute Job Log

[illegible]

## **Plano ISD Substitute Procedure Checklist**

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

**Plano ISD Substitute Summary of the Day**

Date of Assignment: \_\_\_\_\_ Regular Teacher Name: \_\_\_\_\_

Substitute Name: \_\_\_\_\_ Substitute Contact Information \_\_\_\_\_

**Instructional Information**

Feedback regarding lesson plan(s): \_\_\_\_\_

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

Other activities or assignments completed with students: \_\_\_\_\_

**Student Information**

Absent students: \_\_\_\_\_

Feedback regarding student(s): \_\_\_\_\_

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

Other student information: \_\_\_\_\_

**General Information/Feedback**

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

My day could have gone better if: \_\_\_\_\_

Additional Comments: \_\_\_\_\_