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Teamwork for Excellence



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

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# **Substitute Handbook**

## **2021 – 2022**

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.

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## **A Message from the Directors:**

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@psd.edu](mailto:substitute@psd.edu) if we may be of assistance. We enjoy hearing from you and encourage you to provide feedback!

Sincerely,

*Tawn King & Chris Lillie*

Tawn King & Chris Lillie  
Human Resources Directors

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# **PISD General Information**

# DISTRICT CALENDAR

***Substitutes do not work when students do not report to school – Student Holiday.***

## 2021-2022 Plano ISD Academic Calendar

Updated: March 2, 2021

### Early Childhood Hours – Full Day Prek Programs

- **Beaty, Isaacs & Pearson:** 7:55 AM – 3:00 PM
- **Head Start:** 7:55 AM – 3:00 PM
- **Barron, Boggess, Christie, Forman, Haggar, Huffman, Hughston, Jackson, Mathews, Memorial, Mendenhall, Mitchell, Sigler, Thomas and Weatherford:** 7:40 AM - 2:45 PM

**Elementary School Hours:** 7:40 AM - 2:45 PM

**Middle School Hours:** 8:25 AM - 3:30 PM

**High School & Senior High School:** 9:00 AM - 4:15 PM

**Health Sciences Academy & IB World School:** 9:00 AM - 4:15 PM

**Plano ISD Academy High School:** 9:20 AM - 4:30 PM

### STAFF ONLY DATES

*New Teachers* — July 29-30 & Aug. 2-3: Training/Professional Learning

*Staff* — Aug. 4: Campus Day; Aug. 5: Curriculum/Professional Learning Aug. 6: District Business/Campus Aug. 9-10: Campus Day/Work Day

Date	Description
<b>August 11 (Wed.)</b>	<b>First Day of Classes for Students</b>
<b>September 6 (Mon.)</b>	Student and Teacher Holiday
<b>September 7 (Tues.)</b>	Student Holiday   Staff Development   Work Day
<b>October 11 (Mon.)</b>	Student and Teacher Holiday
<b>October 12 (Tues.)</b>	Student Holiday   Staff Development   Work Day
<b>November 22 – 23 (Mon. - Tues.)</b>	Student Thanksgiving Holiday   Teacher Work Day   Professional Learning Trade Day
<b>November 24 – 26 (Wed. - Fri.)</b>	Thanksgiving Break (Student and Teacher Holiday)
<b>December 17 (Fri.)</b>	<b>Last Day of First Semester   EARLY RELEASE</b>
<b>December 20 – January 3</b>	Winter Break (Student and Teacher Holiday)
<b>January 4 (Tues.)</b>	Student Holiday   Staff Development   Work Day
<b>January 5 (Wed.)</b>	<b>Classes Resume – Start of Second Semester</b>
<b>January 17 (Mon.)</b>	Student and Teacher Holiday
<b>February 21 (Mon.)</b>	Student and Teacher Holiday
<b>February 22 (Tues.)</b>	Student Holiday   Staff Development   Work Day
<b>March 7 – 14 (Mon. - Mon.)</b>	Spring Break (Student and Teacher Holiday)
<b>March 14 (Mon.)</b>	*First Inclement Weather Day
<b>April 15 (Fri.)</b>	Student and Teacher Holiday
<b>April 18 (Mon.)</b>	Student and Teacher Holiday **Second Inclement Weather Day
<b>April 25 (Mon.)</b>	Student Holiday   Staff Development   Work Day
<b>May 27 (Fri..)</b>	<b>Last Day of Classes for Students   EARLY RELEASE</b>
<b>TBD</b>	Plano ISD Academy High School Graduation
<b>TBD</b>	Senior High School Graduations

\*First inclement weather day: March 14

\*\*Second inclement weather day: April 18

**EXAM DISMISSAL TIMES:** High/Senior High Schools release at 1:00 PM, Academy High School releases at 1:30 PM

Middle Schools release at 12:40 PM ON THE LAST DAY OF EXAMS ONLY. EARLY RELEASE at 12 noon for Elementary and 11 AM for Early Childhood Schools Beaty, Isaacs, Pearson and Head Start.

TOTAL INSTRUCTIONAL DAYS ALL GRADE LEVELS: 175 days					
<b>First Semester</b>			<b>Second Semester</b>		
End of 1st Grading Period	October 8	41 days	End of 3rd Grading Period	March 4	40 days
End of 2nd Grading Period	December 17	63 days	End of 4th Grading Period	May 27	51 days
<b>Total Days First Semester:</b>		<b>84 days</b>	<b>Total Days Second Semester:</b>		<b>91 days</b>

## DISTRICT CALENDAR GRAPHIC FORMAT

***Substitutes do not work when students do not report to school – Student Holiday.***



# 2021-2022 ACADEMIC CALENDAR

JULY   JULIO 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20*	21	22	23	24
25	26	27	28	29	30	31

AUGUST   AGOSTO 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER   SEPTIEMBRE 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7*	8	9	10	11
12	13	14	15	16*	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER   OCTUBRE 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

NOVEMBER   NOVIEMBRE 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER   DICIEMBRE 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25*	26	27	28	29	30	31

### Important Dates

- Jul 29–Aug 3 ..... New Teacher Professional Learning
- Aug 4-10 ..... Staff Dev/Work Days
- Aug 11 ..... First Day of School
- Sep 6 ..... Labor Day Holiday
- Sep 7 ..... Staff Dev/Work Day/Student Holiday
- Oct 11 ..... Student/Teacher Holiday
- Oct 12 ..... Parent/Teacher Conferences
- Nov 22-26 ..... Thanksgiving Break
- Dec 17 ..... Student Early Release
- Dec 20–Jan 3 ..... Winter Break
- Jan 4 ..... Staff Work Day/Student Holiday
- Jan 5 ..... 2<sup>nd</sup> Semester Begins
- Jan 17 ..... MLK Day/Holiday
- Feb 21 ..... Student/Teacher Holiday
- Feb 22 ..... Staff Dev/Work Day/Student Holiday
- Mar 7–14 ..... Spring Break
- Apr 15 ..... Student/Teacher Holiday
- Apr 18 ..... Student/Teacher Holiday
- Apr 25 ..... Staff Work Day/Student Holiday
- May 27 ..... Last Day of School/Student Early Release

### Key

- First and Last Days of School
- Staff Development/Work Day/Student Holiday
- Student/Teacher Holiday
- New Teachers Only
- Student Early Release
- Professional Learning Trade Day
- Start | End of Grading Period
- Inclement Weather Days  
March 14 & April 18

175 Instructional Days	
First Semester	Second Semester
Aug. 11 - Oct. 8 (41)	Jan. 5 - Mar. 4 (40)
Oct. 13 - Dec. 17 (43)	Mar. 15 - May 27 (51)

**STAY INFORMED**

JANUARY   ENERO 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

FEBRUARY   FEBRERO 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH   MARZO 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL   ABRIL 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16*
17*	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY   MAYO 2022						
S	M	T	W	T	F	S
1	2	3*	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27*	28
29	30	31				

JUNE   JUNIO 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\* Faith Acknowledgements

rev: 12.09.20

**NOTE:** Substitute will not be compensated for accepting job assignments and reporting to campus on a "Student Holiday".

## 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.

### School Hours

Level	Grade	# of Campuses	Student Hours	Substitute Hours
<b>► Elementary</b>				
Early Childhood  Head Start Program	Pre-K	3	<b>Beaty, Isaacs &amp; Pearson</b> 7:55 a.m. - 11:00 a.m. 11:55 p.m. - 3:00 p.m.  7:55 a.m. - 1:45 p.m.	<b>Beaty, Isaacs &amp; Pearson</b> 7:25 a.m. - 3:30 p.m.  7:25 a.m. - 3:30 p.m.
Elementary Schools	K-5	44	7:40 a.m. - 2:45 p.m.	7:10 a.m. - 3:15 p.m.
<b>► Secondary</b>				
Middle Schools	6-8	13	8:25 a.m. - 3:30 p.m.	7:55 a.m. - 4:00 p.m.
High Schools	9-10	6	9:00 a.m. - 4:15 p.m.	8:30 a.m. - 4:45 p.m.
Academy High School	9-12	1	9:20 a.m. - 4:30 p.m.	8:50 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 8:00 a.m.	8:30 a.m. - 4:45 p.m. 7:30 a.m. - 4:00 p.m.* *For Zero Hour
Health Science Academy and IB World School	9-12	2	9:00 a.m. - 4:15 p.m.	8:30 a.m. - 4:45 p.m.
<b>► Special Programs</b>				
Special Programs Centers	K-5 6-8	1	7:40 a.m. - 2:45 p.m. 8:25 a.m. - 3:30 p.m.	7:10 a.m. - 3:15 p.m. 7:55 a.m. - 4:00 p.m.
	9-12	1	8:30 a.m. - 3:45 p.m.	8:00 a.m. - 4:15 p.m.
	Adult Transition Center	1	9:45 a.m. - 3:45 p.m.	9:15 a.m. - 4:15 p.m.
<b>Total</b>		<b>73</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. **The Plano ISD Mobile App ([www.pisd.edu/mobileapp](http://www.pisd.edu/mobileapp)):** Download the mobile app and log in to receive specific messages related to your school. However, weather closures will be sent to all app users, even if you are not logged in to the system.

### **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)), Twitter ([www.twitter.com/Plano\\_Schools](http://www.twitter.com/Plano_Schools)) and Instagram. 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

When dangerous weather is possible or is forming, you should monitor current conditions in your area. The Fox 4 Weather App (the "WAPP") is a useful tool as is the WFAA website (Collin County Weather Radar page). You should be prepared to take immediate, decisive action to move you and your students to safety.

Substitutes **will not be paid** for job assignments on school days that have been cancelled due to inclement weather, or campus/district closure.

# Employment

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## EMPLOYMENT REQUIREMENTS

### QUALIFICATIONS

All substitute teachers must hold a minimum of a bachelor's degree and provide a copy of their 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 a copy of 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 (TRS) for further information. For more information, visit the [Teacher Retirement System of Texas website](#).

Substitute work may also qualify as credible years of service recognized by the Texas Education Agency (TEA) if a substitute has a teaching certificate while substituting. For more information, visit this [TEA website](#).

### TRS RETIREES

An employee retired from a Texas school district, currently drawing annuity and benefits from TRS, may be eligible to substitute as many days as desired in filled positions following one complete calendar month of non-work (provided no additional type of work is performed for a TRS-covered employer). For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. Interim or temporary employment in a vacant position, if it is expected to continue for four and one-half months or more or indefinitely until a permanent replacement is found and the search is expected to last four and one-half months or more, the substitute may be required to pay into TRS. Because the position is vacant, the person serving in the position is not considered a substitute for TRS purposes and membership eligibility must be determined based on the amount of work and the length of time the employment is expected to last. Individuals are responsible for contacting TRS ([www.trs.texas.gov](http://www.trs.texas.gov) or 1-800-223-8778) to identify any impact, such as loss of annuity or benefits that may occur due to employment as a substitute.

### WORK REQUIREMENT

In order to remain active as a substitute within Plano ISD, all must work the equivalent of, at minimum, fifteen (15) 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. All adult temps who also substitute at campuses must attend a new substitute orientation and meet the current work requirement. Substitute nurses must work, at minimum, fifteen (15) full days each school year. All substitute/adult temp must watch the required Safeschools videos prior to the 1<sup>st</sup> assignment of the new school year.

It is difficult to estimate how often substitutes will work. It is dependent on factors such as: substitute preparation, qualifications compared to the district's needs, time of year, and success of each substitute in an assignment. Substitutes are expected to work as frequently as possible and at all locations.

## **RENEWAL PROCESS**

Each spring, substitutes are asked to renew their status for the upcoming school year. Instructions including how to renew and scheduling information are distributed electronically at a designated time. Renewal is a two-step process: substitutes must renew online and complete the required Safeschools videos and corresponding quizzes. Substitutes must also exchange their old badge for the current school year badge. All substitute/adult temp must work the equivalent of, at minimum, fifteen (15) full days each school year in order to be eligible to renew.

If a substitute does not complete the renewal steps by the designated time, attend the renew meeting and meet the mandatory work requirement, the substitute will be separated from employment with Plano ISD, effective the end of the current fiscal year.

## **SUBSTITUTE REPORT**

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

Negative 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 report. Written responses do not necessarily result in the report being removed but are attached to the report in the substitute's file.

**Substitutes who receive three (3) negative 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 provide feedback to a campus related to an assignment may do so by completing and submitting a Substitute Response Form to the principal/campus administrator (see sample in Appendix). A copy may also be sent by the substitute to the Human Resources office (Attn: Substitute Office) for placement in the substitute's personnel file. In addition, submitting a Summary of the Day Form (see sample in Appendix) assists the district employee by detailing what occurred in their classroom during their absence.

## **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 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**

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## SUBSTITUTE PAY

### **Teacher Daily Rate:**

Active TX Teacher Certification	\$110 per day
Bachelor's Degree or Higher	\$100 per day
Single Assignment (21 days or longer)	\$228 per day

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

### **Paraprofessional Daily Rate:**

HS Diploma or equivalent required	\$85 per day
Single Assignment (21 days or longer)	\$11 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 with active TX certification \$110 per day
- Temporary Support Special Education Teacher with bachelor's degree \$100 per day
- Temporary Support Special Education Aide with HS diploma or equivalent. \$85 per day

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 consecutive days or longer in the same assignment) rate of pay.

Before accepting an assignment, it is the substitute's responsibility to verify with the campus administrator 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 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.

Substitutes who come in early or stay late without administrative approval will not be compensated for any time worked beyond the originally scheduled time in the substitute management system. Teachers are not administrators.

## 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 campus office manager, then to the Substitute Office (if needed) at (469) 752-8135.** 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)).

### 2021-2022 Pay Schedule for Substitutes

REPORTING PERIOD	PAYROLL CUT-OFF	PAYDATE
June 13, 2021 - June 26, 2021	June 29, 2021	July 8, 2021 *Summer Hours
June 27, 2021 - July 10, 2021	July 13, 2021	July 23, 2021
July 11, 2021 - July 24, 2021	July 27, 2021	August 6, 2021
July 25, 2021 - August 7, 2021	August 10, 2021	August 20, 2021
August 8, 2021 - August 21, 2021	August 24, 2021	September 3, 2021
August 22, 2021 - September 4, 2021	September 7, 2021	September 17, 2021
September 5, 2021 - September 18, 2021	September 21, 2021	October 1, 2021
September 19, 2021 - October 2, 2021	October 5, 2021	October 15, 2021
October 3, 2021 - October 16, 2021	October 19, 2021	October 29, 2021
October 17, 2021 - October 30, 2021	November 2, 2021	November 12, 2021
October 31, 2021 - November 13, 2021	November 16, 2021	November 26, 2021
November 14, 2021 - November 27, 2021	November 30, 2021	December 10, 2021
November 28, 2021 - December 11, 2021	December 14, 2021	December 23, 2021
December 12, 2021 - December 25, 2021	December 28, 2021	January 7, 2022
December 26, 2021 - January 8, 2022	January 11, 2022	January 21, 2022
January 9, 2022 - January 22, 2022	January 25, 2022	February 4, 2022
January 23, 2022 - February 5, 2022	February 8, 2022	February 18, 2022
February 6, 2022 - February 19, 2022	February 22, 2022	March 4, 2022
February 20, 2022 - March 5, 2022	March 8, 2022	March 18, 2022
March 6, 2022 - March 19, 2022	March 22, 2022	April 1, 2022
March 20, 2022 - April 2, 2022	April 5, 2022	April 14, 2022
April 3, 2022 - April 16, 2022	April 19, 2022	April 29, 2022
April 17, 2022 - April 30, 2022	May 3, 2022	May 13, 2022
May 1, 2022 - May 14, 2022	May 17, 2022	May 27, 2022
May 15, 2022 - May 28, 2022	May 31, 2022	June 9, 2022 *Summer Hours
May 29, 2022 - June 11, 2022	June 14, 2022	June 23, 2022 *Summer Hours
June 12, 2022 - June 25, 2022	June 28, 2022	July 7, 2022 *Summer Hours

\*Summer Hours - Payday is on 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. **\* Summer Hours – Payday is on Thursday.**



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## **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 "Health Plan" then "Plan Descriptions," or you may contact the PISD benefits department for printed information.

### **When can I enroll?**

- Within the first 31 days of working 10 or more hours in a week; OR
- Within 31 days of a qualifying change in status (for example, an involuntary loss of other coverage).

*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.

### **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](http://www.pisd.edu)

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@psd.edu](mailto:substitute@psd.edu). If you need to contact us by phone, you may call (469) 752-8139 or (469) 752-8199. 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@psd.edu](mailto:substitute@psd.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**

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## 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. Personal items (books, newspapers, cell phones, and other electronic devices) must be turned off and stowed away during the day. 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. 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. In order to adequately alert the campus, leave a voicemail and send an email to the office manager.

Substitutes should avoid making last minute cancellations (less than 24 hours before the start time). 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 affect student instruction. Last minute cancellations *not* accompanied by communication to the campus may result in a negative substitute report. The Substitute Office and campuses monitor cancellations, and a history of excessive last minute cancellations is grounds for termination.

Additionally, you might contact the employee for whom you are scheduled to substitute. This gives him/her an opportunity to fill the assignment.

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

#### 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. Substitutes should be flexible and consider the needs of the campus before declining a reassignment.

Substitutes must fulfill all duties that are 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.

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

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teacher. These duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

Assignments are at-will, and the District/campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause.

### **CONFERENCE/PLANNING PERIOD**

Typically, substitutes will follow the daily schedule of the regular staff member, which may include a conference or planning period. Conference/planning periods are not guaranteed to substitutes and are not free time. 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.

### **COLLECTION OF MONIES**

The substitute will not collect money from students 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**

Silence/turn off all cell phones, tablets, and personal electronic devices before starting the workday. It is acceptable to use phones/devices on breaks.

### **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 and use discretion when considering an assignment. Substitute will not be compensated for accepting job assignments and reporting to campus on a "**Student Holiday**" or in the case of a district closure.

### **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 are expected to 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 has 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.

Substitutes must remember that some students and/or employees could be allergic or sensitive to the chemicals or smells or perfumes/colognes/lotions. Wear these substances in moderation or avoid wearing them if possible.

## **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 are in a position of public trust and serve as a positive role model 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, attendance records, audio/video recordings, CDs, films, electronic records and/or communications, microfilm, microfiche, and digital images of students.

Substitutes must be mindful of the topic and content of conversations with students and other stakeholders when working for Plano ISD. A best practice is to 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.

Per DG (LEGAL), District employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. However, neither an employee nor anyone else has an absolute

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constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.

Substitutes are expected to utilize professional communication with all district stakeholders. Substitutes will not be discourteous or disrespectful to a staff member or any member of the public while in the course and scope of substituting for Plano ISD.

Substitutes will not make threats of violence against school district employees, school board members, students, or parents of students.

Substitutes may not use the campus as a platform to promote their personal businesses.

Substitutes 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, he/she can submit an anonymous report at Lighthouse <https://www.lighthouse-services.com/pisd>.

**Plano ISD Fraud Hotline** website at <https://www.pisd.edu/Page/510>.

## **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 stay in contact with preferred substitutes.

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, website, 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 workday with students.

Outside of the workday, the substitute will be cautious in discussing information gained from working on a Plano ISD campus/district facility. Misuse or unauthorized disclosure of confidential information not otherwise available to persons/parties outside of Plano ISD is cause for disciplinary action. The substitute

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

## **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 and all incidents should be reported immediately to Worker's Compensation by calling (469) 752-6391 / 1-800-282-2904, or may be submitted electronically at Employers First Report Of Injury Or Illness.

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>



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## 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 by calling 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) <https://pol.tasb.org/Policy/Code/312?filter=FFG>

## CAMPUS SAFETY PROCEDURES

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** to **\$15.00** charge for a replacement substitute badge if lost.

Each year, during orientation or otherwise, each substitute must view the training video covering the [Standard Response Protocol](#) (SRP) training module in SafeSchools prior to their first assignment on a campus. Each substitute will also be provided with an SRP reference card which must be worn with the issued PISD ID badge. Immediately upon arrival at a campus, every substitute 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 should always be assigned a "buddy teacher" in a nearby classroom or work area. 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. If the voice intercom system at the campus is not functioning, the substitute should be certain he or she is aware of how the above listed emergency actions are communicated or signaled.

Substitutes are also encouraged to download the [MyEOP](#) app to their smartphone or table. [MyEOP](#) is an electronic version of the Campus Emergency Procedures Guide. Once installed, no cellular or internet connection is needed to access these emergency procedures. Instructions to download the [MyEOP](#) app can be viewed at [PISD Mobile App](#). In Plano ISD, school safety is a top priority and everyone can be a part of keeping schools safe. If you see something, say something - [See Something, Say Something](#).

## PISD Substitute Keycards

Senate Bill 11, passed by the Texas Legislature in 2019, includes a requirement that school district emergency operations plans “***provide that substitute teachers have access to buildings and materials necessary to carry out the duties of an employee in an emergency***”.

To comply with these guidelines, Safety & Security Services has provided each campus with an appropriate number of temporary access cards to be used by substitute teachers.

- Keycards are to be used by substitute teachers ***ONLY***.
- A sign-in/out sheet must be used. The substitute will sign the keycard out daily upon arrival and sign the card back in upon departure each day.
- **Keycards are for daily use only.** For subs requiring long-term access, please have the office manager email [pisd.badges@pisd.edu](mailto:pisd.badges@pisd.edu) with the employee name, campus name, start date and end date of access.

## PISD Long-term Access for Substitutes

Requests for long-term subs (LTS) to receive badge access to a campus/department must be approved by the Principal or Supervisor. To qualify as a LTS, the assignment must be six (6) weeks or longer.

- The requesting office manager will receive, by inter-office mail, a round white access disc and this disc is to be attached to the back of the **SUB** badge. Remove the paper backing and place the sticky side on the back of the badge. **DO NOT TAPE OR GLUE THE DISK TO THE BADGE AND DO NOT REMOVE THE DISK FROM THE BADGE.**
- Access will expire at the end of the long-term sub job and can be reactivated if a new long term sub job is accepted.
- If the temporary access badge is lost, a \$15.00 fee is due.

## CALLING 9-1-1 IN EMERGENCY

In an emergency that threatens the health or safety of any person, call 9-1-1 without delay.

## 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 and in all Plano ISD buildings. 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 to \$15.00** charge for a replacement substitute badge if lost. Contact [Security Department](#) at (469) 752-8919 for a replacement badge, [Lost or Broken Badge Request Form](#).

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## 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 may 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 may not enter grades unless directed otherwise by the campus.
- **Substitutes should refrain from physical contact with students in any situation.** Special education students who need physical assistance will have written instructions designated in the lesson plans.
- Substitutes will not access students or associate with students except during class time unless it is part of the assignment and 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.
- Model the behavior you wish to see in students.
- Students respond best to clear expectations combined with respect and courtesy. Discussing behavioral expectations prior to an activity sets students up for success.
- 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 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.
- 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.

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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."

## **DISCIPLINARY PROCEDURES**

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

## **DAILY PROCEDURES**

### **BEGINNING OF DAY**

- Sign in at the front office with your name, employee ID, and job number you received from the substitute system.
- 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.

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## **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 the 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 calls 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 the caller.

#### **Transferring Calls**

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

- Ask the caller to hold while you transfer the 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 the caller to hold while you transfer the call. Tell the caller you are transferring to voicemail.
- 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 the recipient's mailbox.

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## 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: <https://pol.tasb.org/Policy/Code/312?filter=FFA>.
- 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.
- Physical demands including, but limited to, frequent standing, stooping, bending, kneeling, pushing, and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

## **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 Healthcare 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 by calling (469) 752 -5991.*



## 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](#).

ERP & SIS Plano Independent School District

### Substitute Search Jobs

Employee ID: [ ]

- Pre-Arranged Jobs
- Search for Jobs**
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability
- Do Not Disturb
- Location Restrictions
- Eligibilities Categories
- Documents
- Log Off
- Employee Service Center

Job	Job End	Day	Organization	Location	Times
Start Date	Date	Count			
04-06-2020	05-15-2020	28	Aldridge Elementary	Aldridge Elementary	7:00 AM - 3:30 PM
05-11-2020	05-11-2020	1	Thomas Elementary	Thomas Elementary	7:15 AM - 3:45 PM
05-11-2020	05-22-2020	10	Barksdale Elementary	Barksdale Elementary	7:15 AM - 3:45 PM
09-11-2020	09-11-2020	1	Robinson M.S.	Robinson Middle	8:00 AM - 4:30 PM

Accept Refresh

Links to Google maps

Port code: EmployeeSubstituteSe

You may also visit the following website at <https://www.pisd.edu/Page/1417> 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> 

## **Appendix/Forms**

## PLANO INDEPENDENT SCHOOL DISTRICT Substitute Report

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

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

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

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

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**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 Reports: The substitute must be contacted by the campus/department regarding any negative reports. 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 report.

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

**PLANO INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE RESPONSE**

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

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

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

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

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

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

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

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

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

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

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

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

**Mail**  
Plano ISD- Human Resources  
Attn: Substitute Office  
2700 W. 15<sup>th</sup> Street Plano, TX 75075

**Fax**  
469-752-8009

**E-mail**  
Scan/email send to: [substitute@pisd.edu](mailto:substitute@pisd.edu).

### Substitute Job Log

Date	Job Number	School	Absent Employee's Name	Position	Full/Half Day

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## **Plano ISD Substitute Procedure Checklist**

- Report to the office upon arrival
- Sign in at office with name, employee ID, and job number and verify where to retrieve/return classroom keys
- 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
- Familiarize yourself with campus emergency procedures
- 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 and return classroom keys to the campus

**Plano ISD**  
**Substitute Procedure Checklist (Paraprofessional/Clerical)**

- Report to the office upon arrival
- Sign in at office with name, employee ID, and job number and verify where to retrieve/return work area keys
- Locate and introduce yourself to a buddy staff member within the office/work area who can assist you if needed
- Familiarize yourself with campus emergency procedures
- Verify your duties/responsibilities for the day with the department head
- Ensure all necessary technology for your specific role is accessible from your work area
- Start the workday on time
- Assist the campus as needed
- Leave a brief summary of the day for the paraprofessional
- Leave the work area in the same condition as it was found at the beginning of the day
- Sign out before you leave and return work area keys to the campus



## **Plano ISD Classroom Management Supplement**

### **A good rule is:**

- ✓ Clear and specific
- ✓ Is behavioral
- ✓ Makes sense to those who make them, enforce them, and follow them
- ✓ Is stated positively when possible

### **A good consequence is:**

- ✓ Clear and specific
- ✓ Has a range of alternatives
- ✓ Is not a punishment
- ✓ Is natural and/or logical
- ✓ Protects and maintains the dignity of the student
- ✓ Is internally focused

### **Best Practices**

Do not embarrass the student.

Be firm, clear and committed. Strength comes from a commitment that you are doing the right thing, not from the use of force.

Control anger. Chronically angry teachers are not effective.

Avoid excessive passive and/or aggressive behaviors towards students that communicate a lack of personal and classroom control.

Communicate your expectations of classroom behavior before the days gets underway.

**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					
Support by staff with disciplinary issues					

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

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