

AUSTIN INDEPENDENT SCHOOL DISTRICT

**Substitute Handbook
2015-2016**



Substitute Office
1111 West Sixth Street, Building D-130
Austin, TX 78703
(512) 414-2611



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**AUSTIN INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

OFFICERS

Ms. Gina Hinojosa, PRESIDENT, AT-LARGE POSITION 8
Ms. Amber Elenz, VICE PRESIDENT, TRUSTEE DISTRICT 5
Mr. Jayme Mathias, SECRETARY, TRUSTEE DISTRICT 2

MEMBERS

Mr. Edmund T. Gordon, TRUSTEE DISTRICT 1
Mr. Ann Teich, TRUSTEE DISTRICT 3
Ms. Julie Cowan, TRUSTEE DISTRICT 4
Mr. Paul Saldana, TRUSTEE DISTRICT 6
Mr. Robert Schneider, TRUSTEE DISTRICT 7
Ms. Kendall Pace, AT-LARGE POSITION 9

AUSTIN ISD ADMINISTRATION

Paul Cruz, Ed.D..... SUPERINTENDENT
Michael Houser.....CHIEF HUMAN CAPITAL OFFICER

HUMAN RESOURCES

Dora Fabelo, Ph.DEXECUTIVE DIRECTOR
Rosena GarciaDIRECTOR OF HR SERVICES
Kristen HilsabeckDIRECTOR RECRUITING & STAFFING
Tamey Williams.....ADMINISTRATIVE COORDINATOR
Raquel Martinez..... SUBSTITUTE SERVICES COORDINATOR
Yari Gonzalez. ...APPLICATIONS & ELEMENTARY SUBSTITUTE SPECIALIST
Hannah AlvarezSECONDARY/CLERICAL SUBSTITUTE SPECIALIST
Amy Vasquez.....HR TECH II, PROFESSIONAL & SUBSTITUTE SPECIALIST
VacantRECEPTIONIST/SUBSTITUTE SPECIALIST

SUBSTITUTE OFFICE CONTACT INFORMATION

Office Hours: 7:45 AM-4:45 PM

Substitute Office

Main Line.....(512) 414-2611
Aesop.....(800) 942-3767
Fax.....(512) 414-4999
Email.....subs@austinisd.org
AISD Substitute Website: <http://www.austinisd.org/hc/substitutes>

Aesop: www.aesoponline.com

Raquel Martinez

Substitute Services Coordinator

Email.....raquel.e.martinez@austinisd.org

Yari Gonzalez

Elementary Substitute Specialist

Email.....yari.gonzalez@austinisd.org

Hannah Alvarez

Secondary Substitute Specialist

Email.....hannah.alvarez@austinisd.org

Amy Vasquez

Records Specialists

Email.....amy.vasquez@austinisd.org

Carlos Ruiz

Receptionist / Substitute Specialist

Email.....subs@austinisd.org

HUMAN RESOURCES

Professional Human Resources.....(512) 414-1721

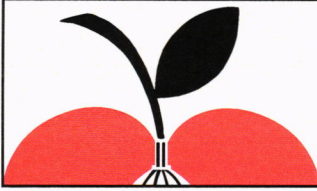
Classified Human Resources.....(512) 414-1714

OTHER HELPFUL NUMBERS

Teacher Retirement System.....(800) 223-8778

Region XIII.....(512) 919-5313

Texas Education Agency.....(512) 936-8400



Austin Independent School District

2015-2016 School Calendar

Six & Nine-Week Reporting Periods



August 2015
 10-13 New Teacher Orientation
 18-19 Staff Development
 20-21 Planning & Prep
 24 First Day of Classes

September 2015
 7 Student & Staff Holiday - Labor Day

October 2015
 12 Student Holiday - Elem. Parent Conference;
 Secondary Staff Development

November 2015
 11 Student Holiday - Staff Development
 25-27 Thanksgiving Holiday

December 2015
 19 Winter Break Begins

January 2016
 4 Student Holiday - Staff Development
 5 Classes Resume
 18 Student & Staff Holiday
 Martin Luther King, Jr. Day

February 2016
 15 Student Holiday - Elem. Parent Conference;
 Secondary Staff Development
 1st Bad Weather Makeup Day

March 2016
 14-18 Spring Break
 25 Student & Staff Holiday

May 2016
 27 Student Holiday - Staff Development
 2nd Bad Weather Makeup Day
 30 Student & Staff Holiday - Memorial Day

June 2016
 2 Last Day of Classes
 3 Planning & Prep

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
July 2015							January 2016								
			①	②	3	4						1	2		
5	6	7	8	9	⑩	11	3	4	5	6	7	8	9		
12	13	14	15	16	⑪	18	10	11	12	13	14	15	16		
19	20	21	22	23	⑫	25	17	18	19	20	21	22	23		
26	27	28	29	30	⑬		24	25	26	27	28	29	30		
							31								
August 2015							February 2016								
						1		1	2	3	4	5	6		
2	3	4	5	6	⑭	8	7	8	9	10	11	12	13		
9	⑮	⑯	⑰	⑱	⑲	15	14	15+	16	17	18	19	20		
16	17	⑳	㉑	㉒	㉓	22	21	22	23	24	25	26	27		
23	㉔	25	26	27	28	29	28	29							
30	31														
September 2015							March 2016								
			1	2	3	4	5			1	2	3	4	5	
6	7	8	9	10	11	12	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	20	21	22	23	24	25	26		
27	28	29	30				27	28	29	30	31				
October 2015							April 2016								
					1	2	3						1	2	
4	5	6	7	8	9	10	3	4	5	6	7	8	9		
11	⑫	13	14	15	16	17	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	17	18	19	20	21	22	23		
25	26	27	28	29	30	31	24	25	26	27	28	29	30		
November 2015							May 2016								
1	2	3	4	5	6	7	1	2	3	4	5	6	7		
8	9	10	⑬	12	13	14	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	22	23	24	25	26	27+	28		
29	30						29	30	31						
December 2015							June 2016								
			1	2	3	4	5					1	2	3	4
6	7	8	9	10	11	12	5	6	7	8	9	⑩	11		
13	14	15	16	17	18	19	12	13	14	15	16	⑪	18		
20	21	22	23	24	25	26	19	20	21	22	23	⑫	25		
27	28	29	30	31			26	27	28	29	30				

Legend

<ul style="list-style-type: none"> Student/Staff Holiday Staff Development/ Student Holiday Student Holiday - Elem. Parent Conference Secondary Staff Development New Teacher Orientation District Closed 	<ul style="list-style-type: none"> Planning & Prep/ Student Holiday First / Last Day of Classes + Bad Weather Make-up Day } 9-Weeks } 6-Weeks
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Austin Independent School District
 1111 W. Sixth St., Austin, TX 78703
 512-414-1700 www.austinisd.org

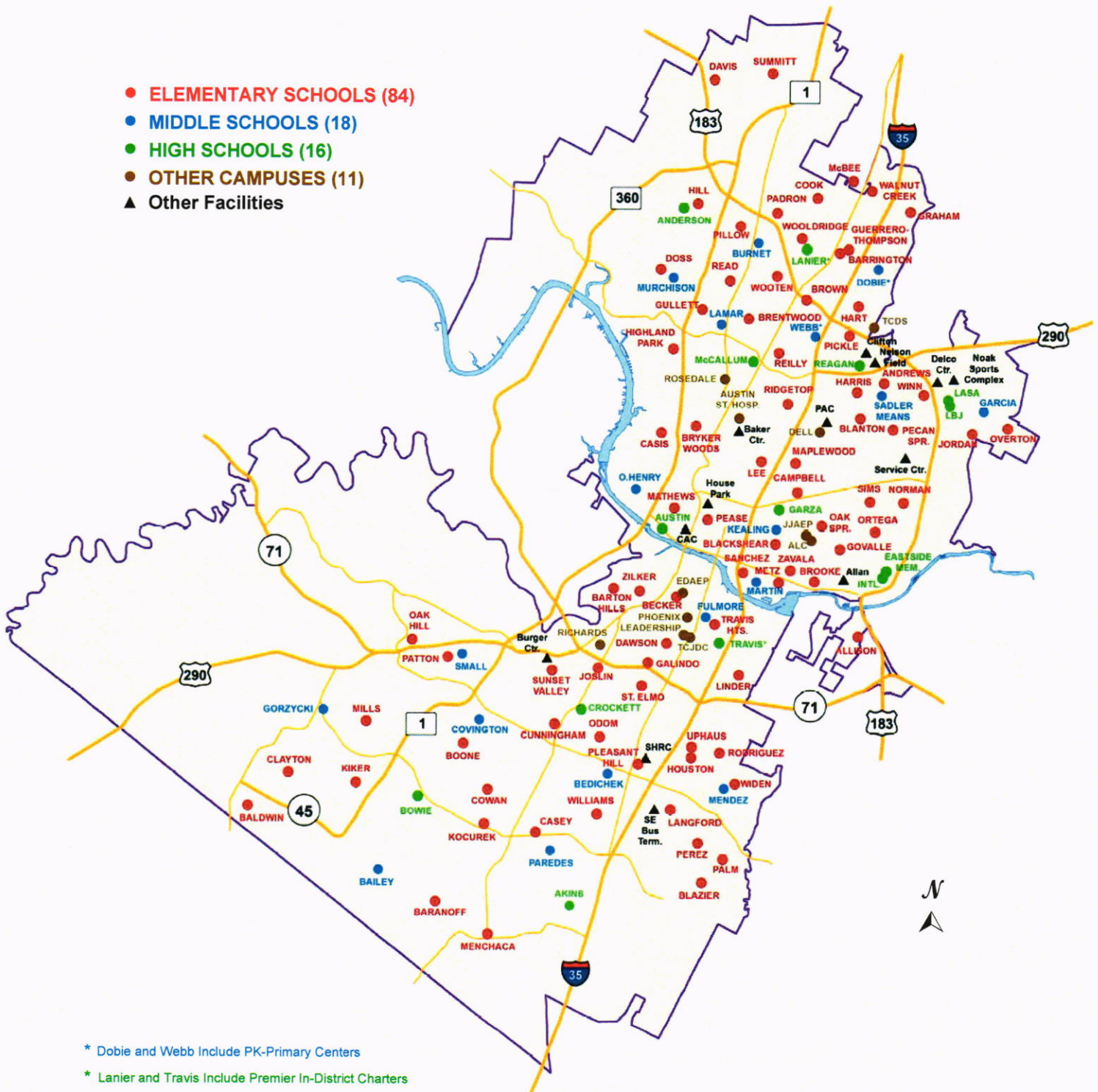
Approved by the AISD Board of Trustees 12/15/14

For more information about important District dates and events, and religious holidays which may affect student attendance, please check our website www.austinisd.org



AUSTIN INDEPENDENT SCHOOL DISTRICT Facility Locations, 2014-2015

- **ELEMENTARY SCHOOLS (84)**
- **MIDDLE SCHOOLS (18)**
- **HIGH SCHOOLS (16)**
- **OTHER CAMPUSES (11)**
- ▲ **Other Facilities**



* Dobie and Webb Include PK-Primary Centers

* Lanier and Travis Include Premier In-District Charters

General Information

HIGH SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p>AKINS HIGH SCHOOL 10701 South First Street, 78748 841-9900 Principal: Brandi Hosack</p> <p>Travel I-35 south; take exit 225 toward FM-1626 / Onion Creek Parkway; stay straight on S I-35 access road and turn right onto FM 1626 E.; turn right onto South First Street and continue to the school at 10701 South First Street.</p>	9-12	8:30 – 4:30
<p>ANDERSON HIGH SCHOOL 8403 Mesa Drive, 78759 414-2538 Principal: Donna Houser</p> <p>Enter MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Springs Road exit. Take Spicewood Springs Road (right from 183 / left from Lady Bird Lake); continue to follow Spicewood Springs Road until you reach Mesa Drive; turn right onto Mesa Drive. The school is on your right at 8403 Mesa Drive.</p>	9-12	8:30 – 4:30
<p>AUSTIN HIGH SCHOOL 1715 West Cesar Chavez, 78703 414-2505 Principal: Sandy Compian</p> <p>Enter MoPac / TX-1 Loop take the 5th street / 1st Street exit. Take 1st Street ramp. Merge onto 1st Street / Cesar Chavez and continue to the school at 1715 West Cesar Chavez.</p>	9-12	8:30 – 4:30
<p>BOWIE HIGH SCHOOL 4103 Slaughter Lane West, 78749 414-5247 Principal: Stephen Kane</p> <p>Take MoPac / TX-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach Slaughter Lane. Turn left on Slaughter Lane West. The school is on your right at 4103 Slaughter Lane West.</p>	9-12	8:15 – 4:45
<p>CROCKETT HIGH SCHOOL 5601 Manchaca Road, 78745 414-2532 Principal: Craig Shapiro</p> <p>Take I-35 or MoPac (south of Lady Bird Lake / north of Slaughter) to Ben White Blvd. / Loop 360. Manchaca Road is between I-35 and MoPac. Coming from MoPac take the Lamar Exit and stay on the access road until you reach Manchaca Road – turn right. Coming from I-35 take the 290 exit and stay on the access road until you reach Manchaca Road – turn left. Travel Manchaca Road until you reach the school at 5601 Manchaca Road.</p>	9-12	8:15 – 4:15

HIGH SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p>EASTSIDE MEMORIAL HIGH SCHOOL 1012 Arthur Stiles Road, 78721 414-5810 Principal: Bryan Miller</p>	9-12	8:30 – 4:30
<p>INTERNATIONAL HIGH SCHOOL Principal: Susan Galvan 414-6601</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); if traveling south take the 8th street exit and go east on 7th street. If traveling north, take the 6th street exit and stay on the access road until you get to 7th street and turn right. Stay on 7th street until you reach Shady Lane; turn left on Shady Lane until you reach Bolm Rd. Turn right onto Bolm Rd. then left on Gardner Rd. Turn right on Mayhall Dr., which becomes Arthur Stiles Road. The school is at 1012 Arthur Stiles Road.</p>	9-10	8:30 – 4:30
<p>GARZA INDEPENDENCE HIGH SCHOOL 1600 Chicon Street, 78702 414-8600 Principal: Linda Webb</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the Martin Luther King Blvd. E. exit; left from 183 / right from Lady Bird Lake); travel MLK Blvd until you reach Chicon St. and turn right onto Chicon. The school is at 1600 Chicon Street.</p>	11-12	8:00 – 4:00
<p>JOHNSON (LBJ) HIGH SCHOOL 7309 Lazy Creek Drive, 78724 414-2543 Principal: Sheila Henry</p> <p>LASA Principal: Stacia Crescenzi</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the US-290 E. exit going towards Houston; merge onto US-290 and continue east until you reach Springdale Road; turn right onto Springdale Road and continue until you reach Pecan Brook Dr.; turn left onto Pecan Brook Dr. and continue until you reach Lazy Creek Dr.; turn right onto Lazy Creek. The school is at 7309 Lazy Creek Drive.</p>	9-12	7:30 – 3:45
<p>LANIER HIGH SCHOOL 1201 Peyton Gin Road West, 78758 414-2514 Principal: Ryan Hopkins</p> <p>Travel I-35 or MoPac (south of Parmer / north of Lady Bird Lake); take the 183 exit and merge onto 183 – Lanier High School is between I-35 and MoPac; take the Ohlen Rd exit from 183 – going North; Ohlen Rd becomes Peyton Gin Rd. The school is at 1201 Peyton Gin Rd.</p>	9-12	8:30 – 4:30

HIGH SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p>LIBERAL ARTS & SCIENCE ACADEMY @ LBJ 7309 Lazy Creek Drive, 78724 414-2589 Principal: Stacia Crescenzi</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the US-290 E. exit going towards Houston; merge onto US-290 and continue east until you reach Springdale Road; turn right onto Springdale Road and continue until you reach Pecan Brook Dr.; turn left onto Pecan Brook Dr. and continue until you reach Lazy Creek Dr.; turn right onto Lazy Creek. The school is at 7309 Lazy Creek Drive.</p>	9-12	7:30 – 3:45
<p>McCALLUM HIGH SCHOOL 5600 Sunshine Drive, 78756 414-2519 Principal: Mike Garrison</p> <p>Travel MoPac (south from 183 / north of Lady Bird Lake); take the RM-2222 / Northland Drive exit (left from 183 / right from Lady Bird Lake); stay on RM 2222 / Koenig Ln. turn slight right on Sunshine Drive just before you reach Lamar Blvd. The school is at 5600 Sunshine Drive.</p>	9-12	8:30 – 4:30
<p>REAGAN HIGH SCHOOL 7104 Berkman Drive, 78752 414-2523 Principal: Anabel Garza</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the US-290 E. exit towards Houston; take the Berkman Dr. exit and turn left onto Berkman Drive. The school is on your right at 7104 Berkman Drive and visible from US 290.</p>	9-12	8:30 – 4:30
<p>TRAVIS HIGH SCHOOL 1211 East Oltorf Street, 78704 414-2527 Principal: Ty Davidson</p> <p>Travel I-35 (south from 183 / north of Ben White Blvd.); take exit 232A toward Oltorf Street / Live Oak; stay on the access road and turn onto Oltorf Street E. (right from 183 / left from Ben White Blvd.). The school is at 1211 East Oltorf Street.</p>	9-12	8:30 – 4:30

MIDDLE SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p>BAILEY MIDDLE SCHOOL 4020 Lost Oasis Hollow, 78739 414-4990 Principal: John Rocha</p> <p>Take MoPac / TX-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach Slaughter Lane. Turn left on Slaughter Lane West. Turn right on Brodie Lane then right on Green Emerald Terrace. Turn right on Lost Oasis Hollow and the school is at 4020 Lost Oasis Hollow.</p>	6-8	7:45 – 3:45
<p>BEDICHEK MIDDLE SCHOOL 6800 Bill Hughes Road, 78745 414-3265 Principal: Dan Diehl</p> <p>Travel I-35 south (south of Ben White Blvd.); exit 228 toward William Cannon Drive; stay on the access road and turn right onto E. William Cannon Drive; continue until you reach Bill Hughes Road and turn left (just before South 1st Street). The school is at 6800 Bill Hughes Road.</p>	6-8	7:45 – 3:45
<p>BURNET MIDDLE SCHOOL 8401 Hathaway Drive, 78757 414-3225 Principal: Dora Molina</p> <p>Travel MoPac (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Springs Road exit; turn onto W. Anderson Lane going east; continue until you get to Burnet Road; turn left on Burnet Road until you reach Doris Drive. Turn right on Doris Drive and then left onto Hathaway Drive. The school is at 8401 Hathaway Drive.</p>	6-8	7:45 – 3:45
<p>COVINGTON MIDDLE SCHOOL 3700 Convict Hill Road, 78749 414-3276 Principal: Shannon Sellstrom</p> <p>Take MoPac / Tx-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach William Cannon Drive, then turn left; continue on William Cannon Dr. until you reach Brodie Lane; turn right on Brodie Lane and then right onto Convict Hill Road. The school is at 3700 Convict Hill Road.</p>	6-8	7:45 – 3:45
<p>DOBIE MIDDLE SCHOOL 1200 Rundberg Lane, 78753 414-3270 Principal: Leslie Dusing</p> <p>Travel I-35 north (north of 183); take exit 241 toward Rutherford Lane / Rundberg Lane. Stay on the access road, and then turn slight right onto E. Rundberg Lane. The school is at 1200 East Rundberg Lane.</p>	6-8	8:00 – 4:00