



2025-2026

GUEST EDUCATOR
(SUBSTITUTE TEACHER)

HANDBOOK

***THE GUEST EDUCATOR HANDBOOK IS A SUPPLEMENT OF INFORMATION AND DEPARTMENTAL EXPECTATIONS. EACH GUEST EDUCATOR IS STILL EXPECTED TO ADHERE TO ALL APPLICABLE INFORMATION WITHIN THE PFISD EMPLOYEE HANDBOOK.**

Pflugerville ISD
1401 West Pecan St.
Pflugerville, TX 78660
Guest Educator & Absence Management Office
(512) 594-0033

Rev. 10/2025

PFLUGERVILLE ISD 2025-2026 GUEST EDUCATOR PAY INFORMATION

Tier 1

0-54 cumulative days for a non-certified SBEC substitute \$125.00 per day

0-54 cumulative days for a certified SBEC substitute \$130.00 per day

Tier 2

55+ cumulative days for a non-certified SBEC substitute \$155.00 per day

55+ cumulative days for a certified SBEC substitute \$160.00 per day

SCHOOL HOURS

- High School guest educator hours are from 8:40 a.m. – 4:15 p.m.
- Middle School guest educator hours are from 8:00 a.m. – 3:45 p.m.
- Elementary guest educator hours are from 7:15 a.m. – 3:10 p.m.

GUEST EDUCATOR INFORMATION

- Guest Educators are paid following the Bi-weekly Pay Schedule 2025-2026. You will need to look at the schedule to know which days are covered on each pay date.
- Direct deposit is the most efficient and secure method for employees to receive their pay. It eliminates distribution delays, missing checks and provides assurance that the employee's pay is deposited.
- Pflugerville ISD will require all employees to enroll in direct deposit for the tenure of their employment.
- Contact Human Resources at Subs@pfisd.net for any demographic changes (Name, Address, Direct Deposit, etc.)
- It is the employee's responsibility to notify the Payroll office when there is any change with their bank account that affects their direct deposit. Any change **MUST** be received by the substitute/Payroll office.
- Access to substitute payroll information is available through the **Skyward** system. Substitutes who need access should contact the **Guest Educator Specialist** for assistance.

- The latest time to accept an assignment will be 30 minutes after the assignment start time. Latest arrival is 30 minutes after the accepted time, and the Guest Educator must notify the campus that they will arrive within that time frame

EXTENDED GUEST EDUCATOR STANDARDS

- Only applicable to Teaching Positions
- Must be requested and approved by campus admin, area superintendent then reviewed by Human Resources.
- Teacher Vacancy/Absence must be 10 or more days
- Required to grade, plan lessons, and attend PD per campus request (along with any responsibilities of the teacher of record).

*EA or Clerical Positions are not eligible for \$200 rate, but may work extended length assignments

PROFESSIONALISM IN THE SCHOOL SETTING

- The guest educator will be informed of attendance procedures upon arrival at the campus and the guest educator should call for immediate assistance in case of a medical emergency.
- The guest educator is responsible for pupils, equipment and materials assigned to his/her care, as is the regular teacher for whom he/she is substituting.
- The guest educator should endeavor to preserve the regular routine of the class and to perform all the duties of the regular teacher. He/she should follow the plans left by the regular teacher, unless otherwise instructed by the principal.
- In the event a Guest Educator anticipates being late to an assignment, they are required to contact the campus immediately. Guest Educators are encouraged to maintain a personal directory of the campuses at which they serve to ensure prompt communication.
- When accepting a late call assignment, Guest Educators must contact the campus to confirm that the assignment remains available and to provide the Guest Educator Campus Coordinator with an estimated time of arrival.
- If you must cancel an assignment on the day of the assignment, you are expected to contact the campus to inform them. This is an excellent practice to show professional courtesy and responsibility.
- Guest Educators are not guaranteed a conference period. Campus administrators may assign Guest Educators to any duties or positions deemed necessary to support campus operations.

Refusal to accept such assignments may result in removal from the campus. Guest Educators are expected to remain on campus for the full duration of the assignment as indicated in Red Rover, even if the regular teacher's schedule includes an off period.

- Assignment changes may occur at the campus due to unexpected absences that may be deemed as higher priority or during conference periods where help may be needed on the campus.
- Guest Educators serve at the discretion of the campus principal. Employment and continued eligibility to work at a campus are contingent upon principal approval. If a principal submits a request to Human Resources that a specific Guest Educator be deemed ineligible to work at their campus, and Human Resources approves the request, the Guest Educator will be removed from that campus's eligible list. Should three principals submit such requests for the same Guest Educator, the individual will be removed from the district's active Guest Educator list and will no longer be eligible to serve at any campus.
- Guest Educators are not permitted to leave the campus during the school day without prior approval from the campus administrator. A sign-in sheet will be provided for Guest Educators to record their arrival. This documentation serves as a backup system to verify hours for payroll purposes.
- Under no circumstances should a Guest Educator engage in personal reading, use electronic devices, or access any other materials unrelated to the classroom assignment while on duty. Students require the full-time attention of the Guest Educator. Guest Educators are prohibited from logging into computers, texting, scrolling the internet, using social media, or speaking on a cell phone during assignments. In the event of an emergency that requires a phone call, the Guest Educator must contact the front office or a neighboring classroom to request assistance with student supervision. Students must be continuously monitored. Once the emergency call concludes, the Guest Educator must immediately resume full attention to the classroom.
- Guest Educators are expected to dress in a clean, neat, and professional manner that reflects their role as a positive model for students. Each campus establishes its own grooming and dress standards. Guest Educators are required to adhere to these campus standards, with student grooming expectations serving as the minimum guideline.

PFLUGERVILLE ISD DRESS CODE

The District's dress code is designed to promote a positive and professional learning environment. Appropriate grooming, a dignified appearance, and pride in personal presentation all contribute to the success of the educational setting.

The dress code establishes expectations that model good citizenship, reinforce grooming and hygiene standards, instill discipline, prevent disruptions, minimize safety hazards, and

demonstrate respect for authority. All staff and Guest Educators share responsibility for maintaining an environment conducive to learning.

GENERAL INFORMATION:

- No clothing or grooming shall disrupt the learning environment or create a health or other hazard to a student's safety or the safety of others (including jewelry or accessories)
- No clothing or accessories, including jewelry, featuring pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, convey demeaning messages, or express political opinions is permitted. (including jewelry or accessories)
- No apparel or accessories shall depict tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance
- No attire that identifies, condones, depicts, or promotes a student as part of an unauthorized group, such as a gang. For more information about what constitutes a gang, please contact your campus administrator or local law enforcement
- No clothing or accessories that promote violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the learning environment, as determined by the administrators
- No pajamas, sleepwear, or house slippers of any kind (except for designated days such as theme or character days, etc.)
- No clothing that is too tight such as spandex/lycra unless worn with a dress, skirt, or tunic (using the standards that are applied to shorts, skirts, and skorts)
- School-sponsored uniforms (athletics, cheerleading, dance teams, ROTC, etc.) are exempt from this dress code. Students who participate in extracurricular activities may be subject to additional standards. The sponsor or coach will distribute additional requirements to participants.
- No holes in apparel that expose any areas that are not allowed to be exposed per this dress code
- For health and safety reasons, shoes are to be worn in the building
- Tattoos that are deemed distracting must be covered
- Sunglasses are not allowed in the building, except on designated days determined by the campus principal

PANTS, JEANS, SKIRTS:

- Shorts, skirts, dresses, and skorts must be at mid-thigh length as measured with relaxed shoulders
- Pants, jeans, shorts, skirts, and skorts must be worn at the hip and cover undergarments
- No clothing that is too tight such as spandex/lycra unless it is covered to midthigh by a shirt, skirt, tunic or other appropriate garment

SHIRTS, BLOUSES, SWEATSHIRTS, SWEATERS, VESTS, JACKETS, COATS:

- No strapless tops, spaghetti-strap tops, backless, halters, large armholes, or off-the shoulder tops
- No low necklines (which reveal cleavage or chest area)
- No see-through or mesh shirts
- Tops must meet the beltline, and must not reveal undergarments or skin when standing or sitting

HEADGEAR:

- Hats, caps, sweatbands, scarves, bandanas, doo-rags, hoods, and other headgear shall not be worn inside campus buildings without administrative approval

SHOES:

- Unsafe footwear, as determined by the campus principal, is not permitted. Examples may include flip-flop type sandals.
- For safety reasons, tennis shoes (rubber sole, closed toe, and heel) are to be worn during Physical Education (P.E.) for all grade levels. Shoes such as flip flops, sandals, boots, Crocs, etc. are not permitted during P.E.

HAIR:

- Neat, clean and well-groomed. Worn in a style and color that is not distracting, as determined by the campus principal

CONSEQUENCES:

If the campus administrator determines that a Guest Educator's grooming or clothing violates the school's dress code, the Guest Educator will be given an opportunity to correct the problem. Employment and continued eligibility to work at a campus are contingent upon principal approval. If a principal submits a request to Human Resources that a specific Guest Educator be deemed ineligible to work at their campus, and Human Resources approves the request, the

Guest Educator will be removed from that campus's eligible list. Should three principals submit such requests for the same Guest Educator, the individual will be removed from the district's active Guest Educator list and will no longer be eligible to serve at any campus.

ALCOHOL AND DRUG-ABUSE PREVENTION

Pflugerville ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees/Guest Educators who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the Districts activities.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

TOBACCO PRODUCTS AND E-CIGARETTE USE

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

POSSESSION OF FIREARMS AND WEAPONS

Employees, Guest Educators, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. On or after September 1, 2017, a person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call Pflugerville ISD Police Department at 512-670-5551 immediately.

PROFESSIONAL ETHICS

- The guest educator has a professional obligation, even though he/she is not a regular teacher. Guest Educators should refrain from sharing personal opinions and reactions on controversial

topics or any subject. If such discussions arise, it is the Guest Educator's responsibility to professionally redirect students' attention back to the assigned lesson or classroom tasks.

- Under no circumstances should a guest educator criticize a regular teacher or the student in the presence of other teachers or students.
- The guest educator must avoid comparing one school with another or comparing the children in one neighborhood with those in another neighborhood.
- The use of obscene language is strictly prohibited in the classroom. This or any type of sexual innuendo will not be tolerated. This type of behavior will lead to immediate dismissal from the guest educator list.

CLASSROOM MANAGEMENT/DISCIPLINE

- The guest educator must never administer corporal punishment to any child. **NEVER** physically touch a student for any reason.
- The guest educator is expected to maintain a level of discipline in the classroom which is conducive to good learning.
- When individual students cause behavior problems which are disruptive to good learning conditions, the guest educator should contact the front office for assistance in the classroom. The guest educator should never leave the class unattended.
- Firm, fair treatment of all pupils, combined with explicit explanation and direction will preclude many disciplinary problems.

Please review the Pflugerville ISD Employee Handbook for a full list of policies and procedures at [Pfsd.net/ Departments/ Human Resources/ Handbooks/ Employee Handbook](http://Pfsd.net/Departments/HumanResources/Handbooks/EmployeeHandbook)

POSITIVE TEACHING BEHAVIOR

- Interact with, solicit and extend students participation
- Be Patient
- Give work on the students' level
- Communicate learning and behavior expectations
- Monitor for performance and assessment
- Reinforce correct responses, appropriate behavior, efforts and participation
- Provide feedback
- Explain, clarify and re-teach
- Have organized procedures in the classroom
- Give clear directions
- Have materials ready
- Begin and end a lesson without wasting time
- Use a logical and appropriate sequence
- Teach at a comfortable pace
- Stay on the topic
- Keep students engaged
- Prevent off task, inappropriate, disruptive behavior
- Be fair
- Present information clearly, material should be relevant and interesting
- Define and elaborate on important points
- Help transfer occur through application
- Close a lesson
- Use correct grammar, vocabulary and accurate language
- Write and spell correctly
- Challenge students
- Be pleasant
- Encourage and praise students
- Comply with policies

75 WAYS TO SAY “VERY GOOD”

1. You're on the right track now!
2. You're doing a good job!
3. You did a lot of work today!
4. Now you've figured it out!
5. That's RIGHT!!!
6. Now you have the hang of it!
7. That's the way!
8. You're really going to town!
9. You're doing fine!
10. Now you have it!
11. Nice going!
12. That's coming along nicely.
13. That's great!
14. You did it that time!
15. GREAT!!
16. FANTASTIC!!
17. TERRIFIC!!
18. Good for you!
19. You outdid yourself today!
20. GOOD WORK!!
21. That's better
22. EXCELLENT!
23. Good job, (name of student).
24. That kind of work makes me very happy.
25. That's the best you have ever done.
26. Good going!
27. Keep it up!
28. That's really nice.
29. WOW!
30. Keep up the good work.
32. Good for you!
33. That's much better!
34. Good thinking!
35. Exactly right!
36. SUPER!
37. Nice going.
38. You make it look easy.
39. I've never seen anyone do it better.
40. You are doing that much better today.
41. Way to go!
42. You're getting better every day!
43. WONDERFUL!!
44. I knew you could do it!
45. Keep working on it, you're getting better.
46. You're doing beautifully.
47. You're really working hard today.
48. That's the way to do it!
49. Keep on trying!
50. That's it!
51. Nothing can stop you now!
52. You've got it made!
53. You are very good at that
54. you are learning fast!
55. I'm very proud of you!
56. You certainly did well today!
57. You've just about got it!
58. That's good!
59. I'm happy to see you working like that!
60. I'm proud of the way you worked today!
61. That's the right way to do it.
62. You are really learning a lot.
63. That's better than ever!
64. That's quite an improvement.
65. Exceptional work.
66. MARVELOUS!!!
67. Now you've figured it out
68. PERFECT!!
69. FINE!
70. You figured that out FAST!!
71. You remembered!
72. OUTSTANDING!!
73. You must have been practicing!!

DEFINITIONS OF PFLUGERVILLE ISD ASSIGNMENTS

- **PACE CENTER:** These students may be reluctant learners, at-risk of dropping out or have committed serious violations of the student code of conduct. The PACE Center provides instruction for grades 7-12.
- **ISS—IN SCHOOL SUSPENSION:** This is for 5-12 grade students who have committed a violation of the student code of conduct and are assigned to ISS through the campus administration.

SPECIAL EDUCATION CLASSES:

- **CONTENT MASTERY (CM):** This Special Education class is for students in general education classes who need some additional help or modifications, small group, or quiet setting for a short period of time. Content Mastery classes are at all campus levels.
- **INCLUSION TEACHER:** This is a Special Education teacher that services students with a handicap in a general education class. There are many different models of this program. The teacher may be co-teaching or may assist students in small groups in a general education setting.
- **INCLUSION Classes:** Inclusion support is offered in designated academic areas. Inclusion support consists of a special education teacher and/or paraprofessional consulting with the general education teacher to assist in the implementation of individual educational plans and/or modifications within the general education classroom. Based on the needs of the student, this support may be indirect, through consultation with the general education teacher, and/or direct, with the teacher or paraprofessional working directly with the student in the classroom.
- **LIFE SKILLS CLASSES:** Life Skills are for students who are two or more levels below grade level and have multiple handicap conditions. Life Skill classes are at all campus levels.
- **BSI CLASSES [BEHAVIOR SUPPORT INTERVENTION]:** This Special Education behavior class supports students of all ages and students may receive instruction on a full-day or part-day basis. Students in this class are in a more restrictive learning environment and have serious emotional or behavior disorders.
- **PPCD CLASSES [PRESCHOOL PROGRAM FOR CHILDREN WITH DISABILITIES]:** This Special Education program is for students ages 3-5 years that are mildly to severely developmentally delayed. This program is located only at elementary campuses.
- **RESOURCE CLASSES (RES):** This Special Education class is for students who are working on specific individualized educational goals and objectives developed by the admission, review, and dismissal (ARD) committee. They are taught the core subjects they qualify for in Resource and are in a general education home room for all other subjects.

Resource classes are at all campus levels. Resource classes allow students to progress through the curriculum at their own level and pace.

- **DUAL LANGUAGE (DL)** - Dual language classes require attention for students

CANCELING AN ASSIGNMENT

One assignment cannot be canceled to take another assignment. This includes a guest educator canceling one job for another job within the District as well as canceling an assignment with Pflugerville ISD to take an assignment in another District. If an audit reveals that Guest Educators are canceling assignments to take other assignments, the guest educator will be notified by email that this practice must stop immediately and may face further disciplinary action. If a second offense occurs, the guest educator may be removed from the active guest educator list for Pflugerville ISD.

Frequent cancellations—If an assignment is canceled within 24-hours of the scheduled start time, disciplinary measures may be taken after the third occurrence, and a restriction on accepting assignments at that campus may be imposed for the remainder of the school year.

Under special circumstances, assignments may be canceled/changed by contacting the campus front office and Mariel Hill in the Guest Educator office at 512-594-0033. You must speak with a live person.

If you fail to report for a scheduled assignment without calling the campus and speaking to a campus representative, the first occurrence will result in a warning. A second occurrence will result in being removed from accepting assignments at that campus, and a third occurrence will lead to possible removal from the district guest educator system.

CAMPUS INFORMATION

SCHOOL NAME	ADDRESS	PHONE	CAMPUS STAFF
Connally High School	13212 North Lamar Blvd Austin, TX 78753	(512) 594-0836	Archana Dindagur
Hendrickson High School	19201 Colorado Sand Dr Pflugerville, TX 78660	(512) 594-1100	Ella Morales
Pflugerville High school	1301 West Pecan St Pflugerville, TX 78660	(512) 594-0549	Christopher Warren
Weiss High School	16821 Weiss Ln Pflugerville, TX 78660	(512) 594-1400	Divyasree Bonda
PACE	1401 B West Pecan St Pflugerville, TX 78660	(512) 594-1900	Marshelle Fournier
Provan OC	1401 A West Pecan St Pflugerville, TX 78660	(512) 594-3600	Marie Williams
Bohls Middle School	5104 Pleasanton Pkwy. Pflugerville, TX 78660	(512) 594-3210	Maria Delgado
Cele Middle School	6000 Cele Rd Pflugerville, TX 78660	(512) 594-3000	Salika Merali
Dessau Middle School	12900 Dessau Rd Austin, TX 78754	(512) 594-2610	Melissa Torres
Kelly Lane Middle School	18900 Falcon Pointe Blvd Pflugerville, TX 78660	(512) 594-2800	Emma Manaway
Park Crest Middle School	1500 N Railroad Ave Pflugerville, TX 78660	(512) 594-2400	Kayla Benavides
Pflugerville Middle School	1600 W Settlers Valley Dr Pflugerville, TX 78660	(512) 594-2000	Melissa Flores
Westview Middle School	1805 Scofield Ln Austin, TX 78727	(512) 594-2210	Yadira Guzmantorres
Brookhollow Elementary	1200 N Railroad Ave Pflugerville, TX 78660	(512) 594-5200	Belinda Goyeneche
Caldwell Elementary	1718 Picadilly Dr Round Rock, TX 78664	(512) 594-6400	Jennifer Bream
Carpenter Elementary	5104 Pleasanton Pkwy. Pflugerville, TX 78660	(512) 594-4910	Elizabeth Zamora
Copperfield Elementary	12135 Thompkins Dr Austin, TX 78753	(512) 594-5800	Elia Estrada
Dearing Elementary	4301 Gattis School Rd Round Rock, TX 78664	(512) 594-4500	Susan Denison
Delco Elementary	12900 A Dessau Rd Austin, TX 78754	(512) 594-6210	Rocio Garciacapilla
Dessau Elementary	1501 Dessau Ridge Ln Austin, TX 78754	(512) 594-4600	Melissa Nicasio
Hidden Lake Elementary	18218 Hidden Lake Dr, Pflugerville, TX 78660	(512) 594-5100	Emily Mallet
Highland Park Elementary	428 Kingston Lacy Blvd Pflugerville, TX 78660	(512) 594-6800	Sabrina Smulski
Mott Elementary	20101 Hodde Ln Pflugerville, TX 78660	(512) 594-4700	Kenna Impson
Murchison Elementary	2215 Kelly Ln Pflugerville, TX 78660	(512) 594-6000	Miroslava Oiesen
Northwest Elementary	14014 Thermal Dr Austin, TX 78728	(512) 594-4400	Martinae Wise
Parmer Lane Elementary	1806 Parmer Ln Austin, TX 78727	(512) 594-4000	Maritza Jaimes
Pflugerville Elementary	701 Immanuel Rd Pflugerville, TX 78660	(512) 594-3800	Jamie Reyescamargo
Riojas Elementary	3400 Crispin Hall Ln Pflugerville, TX 78660	(512) 594-4100	Monica Nelson
River Oaks Elementary	12401 Scofield Farms Dr Austin, TX 78758	(512) 594-5000	Erica Chavez
Rowe Lane Elementary	3112 Speidel Dr Pflugerville, TX 78660	(512) 594-6600	Rosalina Ramirez
Ruth Barron Elementary	14850 Harris Ridge Blvd Pflugerville, TX 78660	(512)594-4300	Cynthia Contreras
Spring Hill Elementary	600 S Heatherwilde Blvd Pflugerville, TX 78660	(512) 594-5400	Maribel Ayala
Timmerman Elementary	412 Swenson Farms Pflugerville, TX 78660	(512) 594-4200	Open
Wieland Elementary	900 Tudor House Rd Pflugerville, TX 78660	(512) 594-3900	Kara Grindstaff
Windermere Elementary	1101 Picadilly Dr Pflugerville, TX 78660	(512) 594-4800	Julia Porter



**SUBSTITUTES/ TEMPORARY EMPLOYEES
PAYROLL SCHEDULE
2025-2026**

PAY DATES	PAY PERIOD START DATE	PAY PERIOD END DATE	SPRS DUE DATES
May 29, 2025	05/05/2025	05/18/2025	May 29, 2025
Jun 12, 2025	05/19/2025	06/01/2025	Jun 03, 2025
Jun 26, 2025	06/02/2025	06/15/2025	Jun 17, 2025
Jul 10, 2025	06/16/2025	06/29/2025	Jun 30, 2025
Jul 24, 2025	06/30/2025	07/13/2025	Jul 14, 2025
Aug 08, 2025	07/14/2025	07/27/2025	Jul 29, 2025
Aug 22, 2025	07/28/2025	08/10/2025	Aug 12, 2025
Sep 05, 2025	08/11/2025	08/24/2025	Aug 26, 2025
Sep 19, 2025	08/25/2025	09/07/2025	Sep 09, 2025
Oct 03, 2025	09/08/2025	09/21/2025	Sep 23, 2025
Oct 17, 2025	09/22/2025	10/05/2025	Oct 07, 2025
Oct 31, 2025	10/06/2025	10/19/2025	Oct 21, 2025
Nov 14, 2025	10/20/2025	11/02/2025	Nov 04, 2025
Nov 28, 2025	11/03/2025	11/16/2025	Nov 17, 2025
Dec 12, 2025	11/17/2025	11/30/2025	Dec 02, 2025
Dec 26, 2025	12/01/2025	12/14/2025	Dec 15, 2025
Jan 09, 2026	12/15/2025	12/28/2025	Jan 05, 2026
Jan 23, 2026	12/29/2025	01/11/2026	Jan 13, 2026
Feb 06, 2026	01/12/2026	01/25/2026	Jan 27, 2026
Feb 20, 2026	01/26/2026	02/08/2026	Feb 10, 2026
Mar 06, 2026	02/09/2026	02/22/2026	Feb 24, 2026
Mar 20, 2026	02/23/2026	03/06/2026	Mar 09, 2026
Apr 02, 2026	03/09/2026	03/22/2026	Mar 24, 2026
Apr 17, 2026	03/23/2026	04/05/2026	Apr 07, 2026
May 03, 2026	04/06/2026	04/19/2026	Apr 21, 2026
May 15, 2026	04/20/2026	05/03/2026	May 05, 2026
May 29, 2026	05/04/2026	05/17/2026	May 19, 2026
Jun 11, 2026	05/18/2026	05/31/2026	Jun 01, 2026
Jun 25, 2026	06/01/2026	06/14/2026	Jun 15, 2026
Jul 09, 2026	06/15/2026	06/28/2026	Jun 29, 2026
Jul 23, 2026	06/29/2026	07/12/2026	Jul 13, 2026
Aug 07, 2026	07/13/2026	07/26/2026	Jul 27, 2026
Supplemental pay follows the SPR pay period.			
SPR'S = SUPPLEMENTAL			



2025-2026 STUDENT SCHOOL CALENDAR

JULY 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		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						
SUN	MON	TUE	WED	THU	FRI	SAT
					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						
SUN	MON	TUE	WED	THU	FRI	SAT
	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						
SUN	MON	TUE	WED	THU	FRI	SAT
		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 ^d	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						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						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ^d	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
				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

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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						
SUN	MON	TUE	WED	THU	FRI	SAT
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						
SUN	MON	TUE	WED	THU	FRI	SAT
			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						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 ^d	22	23
24	25	26	27	28	29	30
31						

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
	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				

JULY
 3Staff Holiday
 30-31.....New Teacher Orientation

AUGUST
 1&4Planning & Prep
 5-6.....Campus Staff Development
 7-8.....District Staff Development
 11Meet the Teacher, Planning & Prep
 12Planning & Prep
 13First Day of School

SEPTEMBER
 1Student/Staff Holiday

OCTOBER
 13Campus Staff Development,
 Student Holiday
 17Conference Day (ES) &
 Campus Staff Development (MS/HS),
 Student Holiday

2025
OCTOBER
 20Student/Staff Holiday
 31Planning & Prep, Early Release

NOVEMBER
 24-28.....Thanksgiving Break,
 Student/Staff Holiday

DECEMBER
 19Early Release
 22-31.....Winter Break

JANUARY **2026**
 1 & 2Winter Break
 5Campus Staff Development,
 Student Holiday
 19.....Student/Staff Holiday

FEBRUARY
 16Campus Staff Development,
 Planning & Prep, Student Holiday

MARCH
 16-20.....Spring Break

APRIL
 3Student/Staff Holiday

MAY
 21Last Day of School, Early Release
 22Planning & Prep
 25Staff Holiday

■ Student/Staff Holiday
■ Student Holiday/Staff Workday

[] Grading Periods
^d District Early Release:

* If weather days are needed, Oct. 20 will be the first day used. Jan. 19 will be used as a second bad weather.



HR ABSENCE MANAGEMENT CONTACT INFORMATION

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