



BACK TO SCHOOL PLAN

2023-2024





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Back to School Plan

The Plano ISD faculty and staff are looking forward to welcoming back students to the 2023-2024 school year. The information in this Back to School Plan will provide general information about the new school year.

This plan is supported by a variety of resources available online on [Plano ISD's parent homepage](#) and the back-to-school page at www.pisd.edu/backtoschool, including information regarding the school calendar, student enrollment, attendance policies, student code of conduct, bus routes and many other topics for families. Although parents will receive specific back-to-school details from their campuses, this plan highlights Plano ISD's commitment to student learning, safety, and well-being

In Plano ISD, we are committed to excellence, dedicated to caring and powered by learning. We look forward to a successful school year with students when classes resume on Wednesday, August 9!

General Information for Families

School Calendar

Plano ISD students will begin classes on Wednesday, August 9, 2023. The last day of school will be Friday, May 24, 2024. Plano schools operate on staggered start times as follows:

Early Childhood Schools

- **Beaty, Isaacs & Pearson (full day)** 7:55 a.m. to 3:10 p.m.
- **Head Start (full day)** 7:55 a.m. to 3:10 p.m.
- **Pre-K (full day)** at Barron, Boggess, Christie, Forman, Haggar, IB World School at Huffman, Hughston, Jackson, Mathews, Memorial, Mendenhall, Mitchell, Sigler, Thomas and Weatherford: 7:40 a.m. to 2:55 p.m.

Elementary Schools (grades K-5)

- 7:40 a.m. to 2:55 p.m.

Middle Schools (grades 6-8)

- 8:25 a.m. to 3:40 p.m.

High/Senior High Schools (grades 9-12)

- 9:00 a.m. to 4:25 p.m.

Academy High School

- 9:20 a.m. to 4:40 p.m.

Health Sciences Academy and IB World School

- 9:00 a.m. to 4:25 p.m.

Guinn Special Programs Center

- **Elementary** (grades K-5)
7:40 a.m. to 2:55 p.m.
- **Middle, High/Senior High** (grades 6-12)
8:30 a.m. to 3:55 p.m.

The first holiday for students will occur over the Labor Day holiday weekend on Monday, September 4, 2023. Students and families will have week-long breaks for Fall Break (October 9 through October 13, 2023), Thanksgiving (beginning November 20, 2023) and Spring Break (March 11 through March 15, 2024). In addition, students will be out of school for over two weeks for the winter break beginning December 21, 2023. School will resume with the beginning of the second semester for students on January 9, 2024. For additional student holidays and grading period information, see the [District Calendar](#) section on the Plano ISD website.

Attendance

Student attendance accounting will be based on state law TEC §25.092, as well as Plano ISD Policy [FEC\(Local\)](#) and [\(Legal\)](#). Students are required to attend at least 90% of their classes to receive credit and be promoted. Students with a doctor's note will receive excused absences for the period of time indicated by the physician.

For students who are absent, make-up assignments and/or tests shall be made available unless it is an unexcused absence not requested in advance. It is the responsibility of the student to find out the assignments and make up the work within the period of time that the teacher or principal designates. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Students may receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but may receive a zero for any assignment or test not made up within the allotted time. Teachers may assign additional work to ensure students who have been absent have sufficient opportunity to master the Texas Essential Knowledge and Skills, or to meet subject or course requirements.

The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work. Make-up work may be requested on the third day of a student absence.

School Supplies

A general list of school supplies for elementary students is available on [the district website](#). Please check with individual schools for additions and/or deletions to these lists. Secondary students will receive information about school supplies from their teachers the first week of school.

Parents of middle school students may obtain school supply lists from the school office and/or website. In addition to traditional supplies, refillable water bottles are encouraged for all students.

Parents may want to take advantage of the state's [Sales Tax Holiday \(or tax-free weekend\)](#), August 11-13, 2023, during which families can make tax-free purchases of most clothing, footwear, school supplies and backpacks (sold for less than \$100).

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Dress Code

The Plano ISD dress code is intended to create an atmosphere where maximum teaching and learning can occur. The district believes that reasonable dress code regulations help sustain a wholesome learning environment, one that supports the social, emotional and intellectual growth of students, not only while attending district schools, but also while preparing for their future endeavors.

It is the responsibility of parents and students to comply with school rules and regulations concerning dress and grooming standards. Any form of dress or grooming that attracts undue attention, is unsafe, disrupts school, is considered gang related or detracts from the learning process is not acceptable. The administration and faculty shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear.

Details about the dress code can be found on the [Supplies/Dress Code](#) page of the district's website. Students in violation of the student dress and grooming code will be expected to change into appropriate attire (provided by the school or parent) or may be subject to other appropriate discipline when violations occur.

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Student Services

The Student, Family and Community Services Department provides a range of services for students and families, including information about the Student Code of Conduct, student handbook, bullying or harassment concerns, and homelessness and foster care liaisons. Additional information is available on the [Student, Family and Community Services](#) page of the Plano ISD website.

Student Code of Conduct

Plano ISD's Student Code of Conduct provides methods and options for managing students in the classroom and on school grounds, disciplining students and preventing and intervening in student discipline programs. The current code of conduct is available in English and Spanish on the [Student Management page](#) of the Plano ISD website.

Student Handbook

The Student Handbook is designed to align with law, board-adopted policy and the Student Code of Conduct. The Student Handbook provides a general overview but is not meant to be a complete statement of all policies, procedures or rules in any given circumstance. Students are expected to adhere to the expectations in the Student Handbook. The current handbook is available in English and Spanish on the [Student Management page](#) of the Plano ISD website.

Bullying/Harassment

Any student who believes that he or she has experienced prohibited harassment or bullying should immediately report the alleged acts to a teacher, counselor or principal. Reports may also be submitted through the [online tip form](#) available on the Plano ISD website on the [Student Management page](#).

Additional information regarding [bullying or harassment concerns](#) is available on the Plano ISD website.

Food & Nutritional Services

Plano ISD meal [prices](#) and [menu](#) information can be found on the Food and Nutritional Services (FANS) website. A la carte items are also available for purchase.

Meal Benefits

Families who may qualify for [meal benefits](#) are encouraged to complete a federal meal application for free and reduced-price meals. The 2022-23 meal application will be honored for the **first 30 days** of the 2023-24 school year. The 2023-24 meal application is available through the district website and via the district [Parent Portal](#).

Meal Payments

[Online payments](#) are accepted through SchoolCafe. Cash and checks are also accepted during the school day at your child's campus.

Visiting & Volunteering

All visitors must check in through the front office and receive a visitor badge. For additional information regarding visitors, see also the safety section of this Back to School plan.

Plano ISD values the participation of volunteers and appreciates their investment of time and efforts on behalf of all students. Anyone interested in becoming a volunteer should visit the [Volunteering & Partnering](#) section of the Plano ISD website.

General Questions and Resolving Concerns

Contacting Plano ISD Staff

Plano ISD welcomes the partnership of families in educating children. As questions arise, parents are encouraged to reach out to their child's teacher or campus administrator. A [staff directory](#) is available on the Plano ISD website.

While the most direct route for information or to address concerns is to work directly with those closest to the issue (teacher, coach, principal, etc.), for district-level questions, comments or compliments, Plano ISD uses [Let's Talk!](#), a communication and engagement platform accessed through the district's website. This submission form is routed directly to the appropriate staff member who can quickly respond to your inquiry.

Resolving Complaints and Concerns

Plano ISD is dedicated to caring and strives to provide excellent service to families and the community. The [Resolving Complaints & Concerns page](#) on the district website provides details on how to get your questions answered, provide feedback or resolve concerns in the shortest amount of time possible. In order to expedite resolving your concerns, the Plano ISD Board of Trustees and leadership team **encourage students and families to communicate with the appropriate teacher, principal or other campus administrator who has the authority to address the concerns.**

Issues should be expressed as soon as possible to allow early resolution at the closest possible administrative level. Individuals who have not followed this communication protocol will be directed to the appropriate step based on the circumstances, which may prolong the resolution process.

Instructional Information for Families

Curriculum & Instruction

Plano ISD is **committed to excellence** by ensuring that students have an equitable learning experience and access to quality instruction. Students engage in high quality learning experiences aligned to Plano ISD curriculum and Texas Essential Knowledge and Skills.

Plano ISD is **powered by learning** and staff members are committed to students' academic growth through rigorous and innovative curriculum, engaging instruction, quality learning resources and differentiated support for students. Student attendance, engagement and participation are critical to student success in learning.

Teachers will continue to facilitate communication and support for students as appropriate through the Seesaw platform in grades PreK–5 and Google Classroom in grades 6–12.

Campus administrators will foster open lines of communication between teachers, students and parents to ensure each student is not only academically prepared but also socially-emotionally future ready.

Instructional Roles

Students, parents and staff all have a critical role in the academic success of each child. The following expectations help Plano ISD maximize learning for all students.

Additional Academic Support

Students who demonstrate the need for additional support to master grade level content will be scheduled in intervention/tutorial time to best meet their academic needs. For those who need support and intervention, the following suggestions serve as a great starting point.

Support and Intervention

- Student**
- Ask questions and communicate with your teacher.
 - Attend intervention/tutorial sessions as established by your teacher or school.

- Parent**
- Allow your child to attend intervention/tutorial sessions as needed.
 - Assist in supporting your child’s needs by establishing and managing the schedule communicated by the teacher.
 - Help your children own their learning. Provide support and encouragement, and expect your children to do their part.

- Teacher**
- Provide intervention or tutorial sessions as needed.
 - Follow student IEPs / 504 / linguistic accommodations in all learning environments.
 - Use data to pinpoint students’ specific needs for enrichment and intervention.
 - Monitor student progress with fidelity according to recommendations.
 - Provide and communicate office hours or conference period for student/parent support.

House Bill 1416 requires qualifying students who do not pass a core content STAAR test or an EOC (end of course) assessment must be provided accelerated instruction for the applicable grade levels and subject area in the following manner:

- No less than 15 or 30 hours depending on student performance and is provided in the summer or at least once per week in the school year;
- Limited to two subjects per year, prioritizing math and RLA;
- Provided in a group of **no more than four students**, unless the parent or guardian of each student in the group authorizes a larger group (a signed waiver is required);
- Designed to assist the student in achieving satisfactory performance in the applicable grade level and subject area and includes effective instructional materials designed for accelerated instruction.

Campuses and teachers will communicate specific plans.

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Academics and Special Programs

Academic services in Plano ISD cover a wide variety of interests. Students with specialized interests and/or specific learning needs may be served by one of the district’s special programs. Although details about your child are available through campus teachers and administrators, general district information about the following programs is available on the district’s website. For more information, please visit with your campus staff or visit the following web pages:

- [Elementary Academics](#)
- [Secondary Academics](#)

- [Advanced Academics \(including Gifted Education\)](#)
- [Academy Programs](#)
- [Fine Arts & Special Academics](#)
- [Career & Technical Education](#)
- [Expanded Learning Pathways](#)
- [Special Education](#)
- [Section 504](#)
- [Multilingual Education \(including ESL and bilingual services\)](#)
- [Dyslexia Services](#)

Learning Tools

Plano ISD educators use technology as a resource to support instruction and to enrich student learning. The following chart provides general information about technology.

	Information	Resources
Device	All students in grades K–12 will be offered a district-issued Chromebook to use at school and at home for prescribed learning activities. Checking out a Chromebook is optional but encouraged if access to a device at home is limited.	
Instructional Platform	<ul style="list-style-type: none"> ● All 6th-12th grade teachers will use Google Classroom as their primary learning management system. ● All PreK– 5th grade teachers will use Seesaw to facilitate communication and assignments as needed. ● Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes. 	Google Classroom Summaries (for parents/guardians) Seesaw Info for Families
Online Resources	<ul style="list-style-type: none"> ● Students will have access to online resources, textbooks and materials through Webdesk, the district’s single sign-on platform. ● No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time. 	Using Webdesk Student Digital Backpack

- Textbooks and other District-approved instructional materials for each subject or class are provided to students free of charge. Note: students with specialized learning plans, who have a textbook request, should contact their case manager on campus for assistance.

Communication **Communicating with teachers:**

- All teachers will establish and communicate tutorial times and/or conference periods when they are available to meet with parents and answer student questions.
- Contact information will be provided at the beginning of each semester and posted in all Google Classrooms.

Use of student email:

- While all students have access to Google Workspace for Education, only those in grades 6-12 will be provided a district managed email account.
- These accounts should be used for all email communication between teachers and students.

Technology

Plano ISD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming.

- Learning devices and/or WiFi hotspots will be provided as needed.
- No deposit is required.
- Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.
- Relevant notifications, instructions, procedures, policies and processes are available on the [Plano ISD website](#).

[Technology Checkout](#)

Chromebook Check-Out Program

Students in grades K–12 are eligible to receive a Chromebook for use at home. Parents may request student devices through the Parent Portal during the annual registration period or any subsequent time throughout the school year. Each campus will determine the time and place for device distribution and communicate those details accordingly. Students participating in the Chromebook Check-Out Program will be expected to bring fully charged devices to school every day.

What are the benefits of a district-managed Chromebook?

Plano ISD families will have access to GoGuardian Parent, a mobile app that gives parents/guardians the ability to manage and monitor student activity on school-issued Chromebooks during out-of-school hours. GoGuardian Parent is a companion to the classroom management and internet filtering tools that Plano ISD uses during the school day. More information about this program can be found on the district’s [GoGuardian web page](#).

Are students allowed to use personal or family computers for school work?

Yes. We understand that some families have other options and those students will not be required to check out a Chromebook. Students will be able to log in to [Webdesk](#) from any device to access an assortment of district-provisioned digital resources. The GoGuardian Parent App, however, will only work with district-issued Chromebooks.

Counseling and Social Workers

Plano ISD counselors are dedicated to caring and ready to support students and parents in preparing for a successful year. Throughout the year, counselors will provide small group, large group and individual lessons as needed to support students in building successful mindsets for appropriate behaviors, academic achievement and college and career readiness.

- Parents with questions or concerns may contact the school counselor or visit the [Counseling Services web page](#) for helpful information and resources.
- Students may request to see the counselor through their classroom teachers, through email or by calling the counseling office.
- Counselors will provide transition information and support each spring to students who are preparing for transition to another school level.
- Senior high school counselors are available to assist students with college applications, financial aid and completing college transition steps.

For additional support or to assist with crisis situations, counselors may refer students and families to the district’s school social workers. School social workers are Licensed Mental Health professionals that use a wide-range of evidence-based strategies to create better outcomes for students (e.g., increased academic achievement, safety, attendance and social emotional-behavioral functioning). School social workers and social work interns may provide services to all students in Plano ISD where permissible and consistent with local school district policy and practice. For more information about school social workers, please visit the [School Social Worker web page](#).

Grading

Plano ISD grading guidelines, in alignment with district Board Policy, are posted for all students and parents on the [Grading Guidelines page](#) in the Students and Families section of the district website.

Report cards will be available in [Parent Portal](#) following the end of each grading period on the following schedule:

	1st 9 weeks (ends 10/6/23)	2nd 9 weeks (semester 1, ends 12/21/23)	3rd 9 weeks (ends 3/8/24)	4th 9 weeks (semester 2, ends 5/24/24)
Grades 3-5	10/20/23	1/09/24	3/22/24	5/30/24
Grades 6-12	10/20/23	1/09/24	3/22/24	5/30/24

Safety & Security Protocols and Resources

Plano ISD is dedicated to providing a safe environment for students, staff and the community at district campuses and facilities. The district follows a comprehensive plan addressing emergency procedures: prevention, mitigation, preparedness, response, and recovery. The plan is updated by the district safety committee yearly.

As part of the plan, each campus will schedule and complete drills and practices throughout the school year for a variety of situations: hold, secure, lockdown, evacuate and shelter. A lockdown, secure, shelter for weather and fire drill will all be conducted within the first ten (10) days of school. The Safety and Security Services Department will monitor, assess and provide feedback to campuses on the drills.

Safety and Security Audits are conducted to assure every campus in the district is proactively operationally prepared for natural and human-caused incidents. The district also partners with local law enforcement agencies.

Proactive Measures

- A “**Tip Line**” icon and link are available on the District website and mobile app for all students to assure easy access to anonymous reporting of threats, bullying, crimes or students in crisis.
- The district has set a standard that all classroom doors are locked and closed at all times while students are in class.
- Video cameras are in place to view entrance points, campus hallways and specific outdoor areas.
- Campus administrators emphasize the importance of building relationships with students and other staff in order to sustain a healthy campus culture. Students are encouraged to report concerns.
- Campuses are equipped with a video intercom system at the main entrance to identify visitors before allowing them into the school. The Raptor system is used for background checks of all visitors and produces a picture visitor badge for all approved volunteers and family members.
- All campus threat assessment members are trained in the School Behavior Threat Assessment techniques.
- District level audits will be conducted on every school campus prior to students returning to school in August.
- The district Multi-Hazard Emergency Operation Plan (MEOP) and Campus Emergency Plans (CEPs) will be updated prior to the first day of school.
- The Incident Response Plan (flowchart) implemented last year assures fast response from district personnel and allows campus staff to focus on the situation in a timely manner without a delay in communication with families.

Standard Response Protocol (SRP)

The Standard Response Protocol (SRP) offers guidance and incorporates protocols into Plano ISD's school safety plan while respecting protocols from local, state and federal agencies. The SRP provides guidance for five specific actions that can be performed during an emergency event. Students and teachers will practice and be prepared to respond to the following commands:



- **Hold** – Will be used when hallways and common areas must be kept clear of people
Example: a teacher experiences a medical emergency in the hallway
- **Secure** – Safeguards students inside the building and classes continue
Example: a nearby business reports a robbery; students and staff move around but remain safely secured inside the building
- **Lockdown** – Will be used to secure rooms and keep students in place and silent
Example: A dangerous situation is in the school building
- **Evacuate** – Will be used when students must be moved to a new location
Example: a gas leak in the school building
- **Shelter** – Protects students and staff if a necessary hazardous situation occurs
Example: A tornado or severe thunderstorm occurs

Training for Students & Parents

All students will receive training at their campuses to respond to the SRP. Resources may include a seven-minute video (<https://iloveuguys.org>) and tools that are specific to appropriate ages. Training will be held monthly and all schools will schedule drills prior to the start of school. Drills are not intended to cause fear but to prepare teachers, staff and students to respond with confidence.

The Safety & Security Services Department will schedule parent events throughout the school year to share information with families.

SRP Parent Resources

- [Information for parents/guardians \(English\)](#)
- [Information for parents/guardians \(Spanish\)](#)

Emergency Communications

During an emergency, as much information as possible will be shared with students and staff so they can make decisions about their actions. Parents will also receive information as clearly and quickly as possible.

In the event of a school or district emergency, Plano ISD uses the following communications tools:

- **The campus and/or Plano ISD website:** Updates will be posted in real time on the campus and/or Plano ISD home page.
 - **School Messenger (e-mail, telephone or text messages):** The district will provide updated information as needed to all parent and emergency contact telephone numbers and/or email addresses in the system.
 - **The Plano ISD Mobile App (www.pisd.edu/mobileapp):** Download the mobile app and log in to receive specific messages related to your school. Receiving districtwide emergency messages through the app does not require login.
 - **Social media – [Facebook \(www.facebook.com/PlanoISD\)](https://www.facebook.com/PlanoISD) , [Instagram \(www.instagram.com/planoschools\)](https://www.instagram.com/planoschools) and [Twitter \(www.twitter.com/Plano_Schools\)](https://www.twitter.com/Plano_Schools):** Check district and/or campus-based social media platforms for updated information during an emergency.
 - **Local news media:** For districtwide emergencies, including inclement weather closures, Plano ISD will make information available to local television and radio stations and will enlist their assistance in communicating.
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Reunification Information

If an emergency occurs, parents will be notified and will receive instructions on how their student will be returned to their care. It is important that parents realize students will ONLY be released to a parent, legal guardian or emergency contact provided in school records. Photo identification will be required to pick up a student.

School Resource Officers (SROs) & Community Police

Plano ISD partners with local police departments to assign SROs to all secondary schools. SROs are licensed officers specially trained to work in schools full time during the school year. Neighborhood and Patrol Officers regularly monitor and secure elementary campuses.

- Police officers have access to all campuses and visit campuses regularly to build relationships with staff and students.
- Police command staff and dispatch have access to school video cameras for emergency events.

- All SROs are trained to serve on Behavior Threat Assessment teams for all campuses.
- Off-duty police officers are hired to provide security at events that will be heavily attended.

Protocols for Campus Visitors & Volunteers

All visitors and volunteers should continue to self-screen for COVID-19 before entering district facilities. Campus staff may continue to use virtual tools to conduct meetings in order to meet the needs of parents/guardians.

- Volunteers must sign up (and renew their profiles annually) using the [VOLY](#) volunteer platform.
- Volunteer access may be restricted due to the campus level of operations based on district COVID guidelines.

Visitors to Campus

- All visitors must sign in every time they enter a building and wear a visitor badge at all times while on campus.
- All visitors must sign in through the Raptor system.
- All visitors must use the main entrance upon arrival at a campus.

Identification Badge Protocol

All secondary campuses will expect staff, teachers and students to wear badges. All staff on elementary campuses will wear badges. No visitors will be allowed on a campus without a badge from the Raptor system issued at every visit.

All exterior doors will be locked and secured daily. Badges will be necessary to enter the buildings. All interior doors will be locked. Specific protocol due to a campus's blueprint and students' security needs are taken into consideration and approved by the Safety and Security Services Department.

Inclement Weather

Monitoring Weather

The Safety and Security Services Department monitors weather conditions that may impact the Plano ISD area. Members of the department rely on publicly available weather information sources, including internet sources, National Weather Service alerts and local media outlets. The department also stays in contact with local city emergency management departments during periods of anticipated volatile weather. All campuses

have weather alert radios and have access to internet-based weather sources. It is strongly recommended that individual campuses monitor weather conditions in their area.

School Notification

In the event of anticipated or imminent severe weather that may impact school operations, the Safety and Security Services Department will notify campuses and district leadership. The department has the ability to communicate with campuses, school buses and other facilities via a district-wide emergency radio system if necessary. In the event of a weather emergency affecting all or portions of the district, these radios will be used to provide information to campuses regarding halting dismissal of students, diverting school buses and other emergency actions. The decision to alter school schedules or to cancel school must be approved by the Superintendent or designee. The decision to stop or delay dismissal district-wide is normally approved by the Deputy Superintendent for Leadership and Operations, but individual campuses can stop or delay dismissal in an emergency when necessary for student safety.

Communicating Emergency Closures of Schools and Offices: The Superintendent of Schools may close schools and offices due to severe weather or emergencies (e.g., icy roads, power outages, flooding, etc.). In that case, Plano ISD announces such closings through the various communication channels mentioned above in the [Emergency Communication section](#).

Cancellation of After-School or Evening Events: The decision to cancel after-school or evening activities due to inclement weather in the forecast is ordinarily made at the campus level or by the Deputy Superintendent of Leadership and Operations in coordination with the School Leadership and Innovation, Athletic and Fine Arts Departments.

Athletics

The threat of inclement weather may impact athletic events and practices throughout the course of a school year. Plano ISD follows detailed weather guidelines that will ensure the safety of student athletes, patrons and coaches. You can view the Plano ISD Athletic Weather Guidelines [here](#).

Fine Arts

The threat of inclement weather may impact fine arts events, practices and competitions throughout the course of a school year. Additionally, extreme heat and cold may cause adjustments in procedures regarding practices and seasonal events to ensure the safety of students and staff. Plano ISD follows detailed weather guidelines that assure the safety

of student artists, performers, patrons and program directors. You view the Plano ISD Fine Arts Weather Guidelines [here](#).