

**Guide to changes and additions in
Substitute Handbook 2013-2014**

[Minor editorial changes are not listed.]

Note	Page 1	[LOCAL] Added reference to Substitute and Employee considered the same
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The terms “Substitute” and “Employee” though used interchangeably, are considered one and the same in this handbook.

Board Meeting Schedule for 2013-2014	Page 7-8	[LOCAL] Reflects new meeting dates
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Unless posted changes are made, regular meetings are held on the second Monday of each month at 6:30 p.m.

August 12, 2013	February 10, 2014
September 9, 2013	* March 10, 2014
October 14, 2013	April 14, 2014
November 11, 2013	** May 12, 2014
December 9, 2013	June 9, 2014
January 13, 2014	July 14, 2014

* Subject to change – School Holiday ** Subject to change - Election

Assignments	Page 9	[LOCAL] Added commitment statement
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Once a commitment has been made to cover a class/specific campus assignment, a substitute may not cancel to accept another campus assignment.

Paychecks / Automatic Deposit	Page 11	[LOCAL] Combined paragraph on Automatic Payroll Deposit with Paychecks <ul style="list-style-type: none"> • Reworded to state automatic payroll deposit is required.
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All employees, including substitutes, are paid monthly. (See schedule below.) **Substitutes are required to submit the necessary form to activate direct deposit.** Paychecks will be electronically deposited into an account at a bank of their choice that accepts direct deposit. Wage/earned income statements are mailed the night prior to the payday and contain detailed information including deductions and withholding information.

Cut-Off Dates and Pay Dates	Page 11	[LOCAL] New calendar dates
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CUT-OFF DATES

PAY DATES

AUG 2, 2013
 SEPT 6, 2013
 OCT 4, 2013
 NOV 1, 2013
 DEC 6, 2013
 JAN 3, 2014
 FEB 7, 2014
 MAR 7, 2014
 APR 4, 2014
 MAY 2, 2014
 JUN 6, 2014
 JUL 3, 2014

AUG 23, 2013
 SEPT 25, 2013
 OCT 25, 2013
 NOV 22, 2013
 DEC 20, 2013
 JAN 24, 2014
 FEB 25, 2014
 MAR 25, 2014
 APR 25, 2014
 MAY 23, 2014
 JUN 25, 2014
 JUL 24, 2014

Standards of Conduct	Page 14	[TASB] Edited the text in the second paragraph changing “State Board for Educator Certification” to “Texas Education Agency”
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All district employees must perform their duties in accordance with state and federal law, district policy, and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident. See *Reports to the Texas Education Agency* for additional information.

Reporting Suspected Child Abuse	Page 19	[TASB] Edited paragraph following bullets to clarify that an employee is required to report suspected child abuse to Child Protective Services and that they cannot delegate or rely on an administrator to make the report.
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Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person **or administrator** to make the report.

Tobacco Use	Page 23	[LOCAL] Added local provision that prohibits the use of electronic cigarettes and other smokeless products.
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State law prohibits smoking or using tobacco products on all district-owned property. **Also prohibited is the use of electronic cigarettes and other smokeless products.**

Personnel Records	Page 26	<p>Added topic and heading [TASB] Added personal cell phone number and personal e-mail address to the list of personal information that employees may choose to have withheld from public disclosure</p> <ul style="list-style-type: none"> Removed Social Security number from the list of personal information that an employee can choose to have withheld from the public (A result of 83rd Regular session of the Texas Legislature)
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Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, **including personal cell phone number**
- ~~Social Security number~~
- Emergency contact information
- Information that reveals whether they have family members
- **Personal email address**

The choice to not allow public access to this information may be made at any time by submitting a written request to the superintendent's secretary. Otherwise, personal information will be released to the public.

Facility Use	Page 26	<p>[LOCAL] 2nd paragraph, added referenced to fees</p> <p>PENDING</p>
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Staff and community organizations may also use district facilities for non-school events by submitting a "Facility Agreement" form to the central office for superintendent approval. **Facility fees must be paid before approval is granted. In some instances, the superintendent may waive liability insurance and/or fees.** Following the event, the facility will be inspected. Any major damages will be the responsibility of the person/organization requesting the facility.

Closed Campus	Page 35	[LOCAL] Added new closed campus requirement for 9-10 th graders
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Students in grades 6th-10th may not leave campus at lunchtime unless their parents pick them up at school. Brackett JH/HS is closed campus form 6th-10th grades.

Student Schedules	Page 35	[LOCAL] New Secondary class schedule
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Brackett Junior/High School Schedule

1 st Period	8:00 – 8:50
2 nd Period	8:55 – 9:45
3 rd Period	9:50 – 10:40
4 th Period	10:45 – 11:35

5 th Period	11:40 – 12:30
LUNCH	12:30 – 1:05
6 th Period	1:10 – 1:55
7 th Period	2:00 – 2:50
8 th Period	2:55 – 3:35

Dual Credit

US History	9:00 - 9:50
Economics/Government	12:00 – 12:50
English IV DC	1:10 – 2:00