

**Guide to changes and additions in  
Substitute Handbook 2012-2013**

[Minor editorial changes are not listed.]

Introduction	Page 1	[LOCAL] Here and throughout the handbook, updated link to <b>all policy references</b>
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<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

Index	Page 3	[LOCAL] Add topic: <b>Vision Statement</b>
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School Administrators	Page 4	[LOCAL] Updated Information
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Brackett ISD Vision Statement	Page 7	[LOCAL] Add newly adopted statement
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*Stakeholders will ensure diverse experiences resulting in productive, successful citizens.*

Board of Trustees	Page 7	[LOCAL] Reflects new board members
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Current board members include:

Sondra Meil, Board President  
Dan Laws, Vice-President  
Tony Molinar, Secretary  
Brad Coe, Member  
Mark Frerich, Member  
Theresa Quiroz, Member  
Donna Schuster, Member

Board Meeting Schedule for 2012-2013	Page 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 13, 2012  
September 10, 2012  
October 8, 2012  
November 12, 2012  
December 10, 2012  
January 14, 2013

February 11, 2013  
\* March 11, 2013  
April 8, 2013  
May 13, 2013  
June 10, 2013  
July 8, 2013

\* Subject to change – School Holiday

Administration Campus Staff	Page 8	[LOCAL] Updated information for staff members
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- **Taylor Stephenson, Interim Superintendent**
- Alma Gutierrez, Jones Elementary/Intermediate Principal, Grades **PK-5**
- **Kevin Newsom, High School Principal, Grades 9-12**
- George Burks, Junior High Principal, Grades **6-8**
- **Farran Morris, R.N., School Nurse**
- **Bertha Reyes, Campus Secretary, GR PK-5**
- Dalia Rangel, **Secretary to Principal, GR PK-5**
- Kacie Williams, Campus Secretary, GR **6-12**
- Alexandra Rosas, Secretary to Principal, GR **6-12**

Cut-Off Dates and Pay Dates	Page 12	[LOCAL] New calendar dates
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**CUT-OFF DATES**

**PAYDATES**

Aug. 3, 2012  
 Sept. 7, 2012  
 Oct. 5, 2012  
 Nov. 2, 2012  
 Dec. 7, 2012  
 Jan. 11, 2013  
 Feb. 1, 2013  
 Mar. 1, 2013  
 Apr. 5, 2013  
 May 3, 2013  
 Jun. 7, 2013  
 July 5, 2013

Aug. 24, 2012  
 Sept. 25, 2012  
 Oct. 25, 2012  
 Nov. 21, 2012  
 Dec. 21, 2012  
 Jan. 25, 2013  
 Feb. 25, 2013  
 Mar. 25, 2013  
 Apr. 25, 2013  
 May 24, 2013  
 Jun. 25, 2013  
 July 25, 2013

Standards of Conduct	Page 16	[TASB] Edited standard 3.6 adding “or minor”
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Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student **or minor**.

Reporting Suspected Child Abuse	Page 19	[TASB] Edited 3 <sup>rd</sup> paragraph substituting “Texas Educators’ Code of Ethics” for “Code of Ethics and Standard Practices for Texas Educators”
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In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the **Texas Educators’ Code of Ethics**.

Employee Arrests and Convictions	Page 22	[TASB] Edited third bullet of the 1 <sup>st</sup> list, substituting “on” for “off” <ul style="list-style-type: none"> <li>• Edited list that defines moral turpitude, adding “driving under the influence (DUI) of drugs or alcohol to 9<sup>th</sup> bullet and substituted “SBEC rules” for “Texas Family Code”</li> </ul>
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		<ul style="list-style-type: none"> <li>Added sentence to the end of the topic that describes the superintendent's obligation to report an employee's arrest or criminal charge</li> </ul>
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- Crimes that occur wholly or in part **on** school property or at a school-sponsored activity

Moral turpitude...

- Felonies involving driving while intoxicated (DWI) or **driving under the influence (DUI) of drugs or alcohol**
- Acts constituting abuse or neglect under **SBEC rules**

**If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.**

Possession of Firearms and Weapons	Page 23	[TASB] Edited 1 <sup>st</sup> sentence to clarify a district's right to prohibit individuals with a license to carry a concealed handgun from bringing a gun onto school premises
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Employees, visitors, and students, **including those with a license to carry a concealed 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. ...

Administering Medication to Students	Page 27	[TASB] Edited text to include exceptions for students to self administer certain medications
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Only designated employees **may** administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. **Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures.** A student who must take **any other** medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. ...