

**Guide to changes and additions in
Substitute Handbook 2009-2010**

[Minor editorial changes are not listed.]

Topic	Page Number	Description of Change
BISD School Administrators... Secretaries	1	[LOCAL] Updated staff changes
Board of Trustees	6	[LOCAL] Reflects new board Secretary
Board Meeting Schedule for 2009-2010	6	[LOCAL] Reflects new meeting dates
Administration	7	[LOCAL] Updated staff changes <ul style="list-style-type: none"> • Added Campus Staff
Equal employment opportunity	8	[TASB] Added nondiscrimination on the basis of genetic information to list of protected categories
Procedure for Hiring Classroom Substitute Teachers	8	[LOCAL] Deleted headline, combined information with <i>Qualification/Selection</i>
Assignments	8	[LOCAL] Added new headline/topic, first paragraph new guidelines, second paragraph moved from <i>Days Worked</i>
Job Vacancy Announcements	8, 9	[LOCAL] Replaced "Employment" with "Personnel/Human Resources" as reference on website
Pay	10	[LOCAL] Reflects increased sub pay
Paychecks	10	[LOCAL] Added second paragraph
Cut-Off Dates / Pay Dates	10-11	[LOCAL] <u>Cut-off Dates</u> <u>Pay Dates</u> New dates for 2009-2010

Workers' Compensation Benefits	11	[TASB] Edited the second paragraph to better explain how paid leave benefits are applied in offsetting districts
Telecommunication Devices (Cell Phone Use)	18	[LOCAL] Added <i>Telecommunication Devices</i> to heading <ul style="list-style-type: none"> • Added new guidelines for telecommunications devices
Computer Use	20	[LOCAL] Deleted " <i>and Data Management</i> " from heading <ul style="list-style-type: none"> • Removed wording that does not apply to subs • Deleted BISD Internet Policy (Does not apply to subs)
Cafeteria	22	[LOCAL] Second paragraph, added " <i>at the district Central Office.</i> "
Hazing	28	[TASB] Deleted policy reference to Policy FO
Student Schedules	29	[LOCAL] Replaced Secondary bell schedule to reflect 8 periods