

**Guide to changes and additions in  
*Substitute Handbook 2011-2012***

[Minor editorial changes are not listed.]

Topic	Page Number	Description of Change
Index	3	[TASB] Added topic "Technology Resources"
Board of Trustees	7	LOCAL] Reflects new board Officers and member . Paragraph 3, Added reference to district website & BoardBook
Board Meeting Schedule for 2011-2012	7	[LOCAL] Reflects new meeting dates
Equal Employment Opportunity	9	[TASB] Added retaliation provision to the nondiscrimination statement in the first paragraph
Job Vacancy Announcements	10	[TASB] Edited the text, changing "distributed" to "posted" to reflect district practice of posting notices on line
Searches and Alcohol and Drug Testing	10	[TASB] Edited the texts adding "a commercial motor vehicle" to the end of the second paragraph
Cut-Off Dates and Pay Dates	12	[LOCAL] New calendar dates
Standards of Conduct	14-16	[TASB] Edited the text to include changes to the Educators' Code of Ethics, as adopted by the State Board for Educator Certification that became effective 12/26/2010 . Added <i>new standards</i> 1.9 through 1.13 . Added <i>new standards</i> 3.8 and 3.9
Harassment of Students	17	[TASB] Edited the fourth sentence in the first paragraph to clarify the requirement to report harassment of a student by an employee or adult . Added a reference to the topic "Bullying" in the last sentence
Alcohol and Drug Abuse Prevention	18	[TASB] Added reference to Policy DI (Local) to the last sentence in the first paragraph

Reporting Suspected Child Abuse	18-19	[TASB] Added four bullets, definition of abuse as included in Update 90 . Divided the last paragraph into two paragraphs
Employee Arrests and Convictions	22	[TASB] Edited the first paragraph deleting "any offense involving moral turpitude" . Edited the second bulleted list, bullets 8 & 9, to include the definition of drug- or alcohol-related offenses included in 19 TAC § 249.3 (27) and § 249.16 (b)
Copyrighted Materials	22	[TASB] Added policy reference to Policy CY and deleted reference to Policy EFE . Edited the text, replacing "Rented videos" with "Electronic media, including motion pictures and other audiovisual works"
Pest Control Treatment	23	[TASB] Edited the second paragraph to include description of process for notifying individual employees of pesticide applications
Student Travel	32	{LOCAL} Added "Meals" statement