

**Guide to changes and additions in
Substitute Handbook 2006-2007**

[Minor Clerical changes not listed.]

Topic	Page Number	Description of change
Administrators	5	(Local) Updated list of administrators
Mission Statement	9	(Local) Added the word "all" to reflect revised statement.
Board of Trustees	10-11	<ul style="list-style-type: none"> • (Local) Updated board members • (Local) Board meeting schedule • (Local) Administrators
Compensation	14	(Local) <u>Pay</u> <ul style="list-style-type: none"> • Second sentence, added word in bold "Long term non-degreed substitutes will be paid..."
Paychecks	14	(Local) New dates
Complaints and Grievances	16-18	(Local) <u>Personnel-Management Relations</u> <ul style="list-style-type: none"> • Edited to include excerpts from revised policy DGBA adopted 04/01/05 <u>Definitions</u> <ul style="list-style-type: none"> • Calendar days changed to business days • Added items 5 & 6. <u>Level One, Two, & Three</u> <ul style="list-style-type: none"> • All references to 7 days changed to 10 days as stated in Local Policy DGBA
Alcohol-and Drug-Abuse Prevention	30	(Legal) TASB revision to topic heading and first sentence to include alcohol abuse and prohibition of use at school-related or school-sanctioned activities on or off school property.
Non-School Sales	33	(Local) Administrative guidelines clarified.
Computer Use and Data Management	34	(Local) District contact person changed to Noe Maldonado
Facility Use	40	(Local) Topic changed from "Building" to "Facility" Use. Included new administrative guidelines for use of all district owned facilities

Equipment Use	40	(Local) New topic and administrative guidelines
Administering Medication to Students	41	(Legal) TASB edited first paragraph to clarify medication includes prescription medication, nonprescription medication, and herbal or dietary supplements
Psychotropic Drugs	42	(Legal) TASB added definition of psychotropic drugs
Dress and Grooming	43	(Local) Added new bullets 2-5
Student Attendance	46	(Legal) Revised policy reference
Student Travel	46	(Local) Added note to clarify district policy
Student Schedules	47-48	(Local) Revised schedules