

**Guide to changes and additions in
Substitute Handbook 2015-2016**

[Minor editorial changes are not listed.]

| | | |
|----------------|--------|-----------------------|
| Administration | Page 4 | [LOCAL] Updated staff |
|----------------|--------|-----------------------|

| | | |
|-------------------|--------|--|
| Board of Trustees | Page 8 | [LOCAL] Added new officers and members |
|-------------------|--------|--|

Dan Laws, **Board President**
 Theresa Quiroz, **Vice-President**
 Donna Schuster, **Secretary**
~~Tony Molinar, Secretary~~
 Brad Coe, Member
 Sondra Meil, Member
Michael Paxton, Member
Jesse Terrazas Jr., Member
~~Marc Todino, Member~~

| | | |
|--------------------------------------|--------|---|
| Board Meeting Schedule for 2015-2016 | Page 9 | [LOCAL] Reflects new 2015-2016 calendar dates |
|--------------------------------------|--------|---|

| | |
|---------------------------|-------------------------|
| August 10, 2015 | February 8, 2016 |
| September 14, 2015 | *March 14, 2016 |
| *October 12, 2015 | April 11, 2016 |
| November 9, 2015 | ** May 9, 2016 |
| December 14, 2015 | June 13, 2016 |
| January 11, 2016 | July 11, 2016 |

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

| | | |
|--------------------------------------|---------|---|
| Breaks for Expression of Breast Milk | Page 11 | [TASB] New topic to reflect requirements of HB 786 and Fair Labor Standards Act to accommodate the needs of employees who express milk by providing reasonable breaks and a private place to express milk |
|--------------------------------------|---------|---|

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

| | | |
|-----------|---------|--|
| Paychecks | Page 13 | [LOCAL] New 2015-2016 calendar cut-off dates and pay dates |
|-----------|---------|--|

| | |
|--------------|---------------|
| Aug 7, 2015 | Aug 25, 2015 |
| Sept 4, 2015 | Sept 25, 2015 |
| Oct 2, 2015 | Oct 23, 2015 |
| Nov 6, 2015 | Nov 24, 2015 |
| Dec 4, 2015 | Dec 18, 2015 |
| Jan 8, 2016 | Jan 25, 2016 |
| Feb 5, 2016 | Feb 25, 2016 |
| Mar 4, 2016 | Mar 25, 2016 |
| Apr 8, 2016 | Apr 25, 2016 |
| May 6, 2016 | May 25, 2016 |
| Jun 3, 2016 | Jun 23, 2016 |
| Jul 8, 2016 | Jul 25, 2016 |

| | | |
|------------|------|--|
| Retirement | Page | [TASB] Edited 1 st paragraph to clarify substitutes may purchase a year of creditable service even though they are not members of TRS |
|------------|------|--|

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are **also** eligible **for TRS membership and** to purchase a year of creditable service **in TRS...**

| | | |
|----------------------|---------|---|
| Standards of Conduct | Page 16 | [TASB] Edited 2 nd paragraph, 3 rd sentence, to reflect provisions of HB 1783 which changed the standard for reporting possible educator misconduct from first learns to knew |
|----------------------|---------|---|

... 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 knew** of the incident.

| | | |
|---|--------|---|
| Discrimination, Harassment, and Retaliation | Page19 | [TASB] Edited text to include provisions of HB 1151 which prohibit sexual harassment of unpaid interns including student teachers |
|---|--------|---|

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, **unpaid interns, student teachers**, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the **employee should report complaint should be made** directly to the superintendent. A complaint against the superintendent may be made directly to the board.

| | | |
|-----------------|---------|--|
| Reporting Crime | Page 21 | [TASB] New topic describes the rights of an employee to report illegal conduct under the Texas Whistleblower Act and HB 1783 which establishes the right of an employee to report a crime witnessed at the school to any peace officer |
|-----------------|---------|--|

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

| | | |
|-----------|---------|---|
| ID Badges | Page 22 | [LOCAL] Included cost for badge replacement |
|-----------|---------|---|

To help with the identification of unauthorized persons on campus and in the classroom, employees are required to wear employee ID badges during school hours. Substitutes, volunteers, visitors, and students are also required to wear the appropriate badges/pass for safety identification. Employees are asked to direct any person without a badge/pass to the central office or campus office to sign in. **There is \$3.00 fee to replace a lost badge.**

| | | |
|--------------------------------------|---------|--|
| Tobacco Products and E-Cigarette Use | Page 24 | [TASB] Edited title and text to include provisions of SB 97 that define e-cigarettes and prohibit the use of smokeless tobacco products and e-cigarettes |
|--------------------------------------|---------|--|

State law prohibits smoking, ~~or~~ using tobacco products, or **e-cigarettes on all district-owned property** and at school-related or school sanctioned activities, on or off **campus school property**. Also prohibited is the use of any other electronic vaporizing device. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, **using tobacco products or e-cigarettes** while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

| | | |
|------------------------------------|---------|--|
| Possession of Firearms and Weapons | Page 24 | [TASB] Deleted concealed from the 1 st sentence to incorporate the provisions of HB 910 that allows a license holder to openly carry handguns |
|------------------------------------|---------|--|

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...

| | | |
|-------------|---------|---------------------------------|
| Emergencies | Page 26 | [LOCAL] New emergency procedure |
|-------------|---------|---------------------------------|

Emergency Procedures. In each classroom and campus office, there is a **yellow & red flip chart Standard Response Protocol (SRP) notice** showing what to do when emergencies occur. Each employee should know where this **chart notice** is located and be aware of the needed response. **There are four components, Lockout, Lockdown, Evacuate, and Shelter. Drills will be done monthly on various components so that teachers, students, and staff members are familiar with and practice each possible situation.**

See SRP Chart on page 27.

| | | |
|-------------------------|------------|--|
| Building / Facility Use | Page 28-29 | [LOCAL] Paragraph 2, form name change. New separate Bader Field fee schedule |
|-------------------------|------------|--|

Staff and community organizations may also use district facilities for non-school events by submitting a **Rental Use Agreement** form to the central office for superintendent approval.

BADER FIELD FEE SCHEDULE

| <u>FACILITY</u> | <u>FLAT \$ FEE</u> |
|-----------------------|--------------------|
| Concession | 50.00 |
| Baseball Field | 50.00 |
| Softball Field | 50.00 |