

Instruction Sheet

TASB Localized Policy Manual Update 97

District Brackett ISD

Code		Action To Be Taken	Note
A25	(INDEX)	Replace cross-index	Revised cross-index
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LOCAL)	No policy enclosed	See explanatory note
CRE	(LEGAL)	Replace policy	Revised policy
DBAA	(LOCAL)	ADD policy	See explanatory note
DECA	(LEGAL)	Replace policy	Revised policy
DFAB	(EXHIBIT)	Replace exhibit	Revised exhibit
DPB	(LOCAL)	DELETE policy	See explanatory note
E	(LEGAL)	Replace table of contents	Revised table of contents
EHBE	(LEGAL)	Replace policy	Revised policy
EHBI	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EKBA	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FFAB	(LEGAL)	Replace policy	Revised policy
FFAD	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy

Susan Esparza

JUL - 9 2013

Secretary to Superintendent

*update
adopted
7-8-13*

Explanatory Notes

TASB Localized Policy Manual Update 97

In addition to the changes from the DOL rules, we have made a correction at INTERMITTENT OR REDUCED LEAVE SCHEDULE on page 6 and added a provision on page 19 at RECORDS explaining that records and documents created for FML purposes that contain family medical history or genetic information must be maintained in accordance with the confidentiality requirements of the Genetic Information Nondiscrimination Act (GINA).

DFAB (EXHIBIT) PROBATIONARY CONTRACTS
TERMINATION AT END OF YEAR

This exhibit addresses notice of the board's decision to terminate an employee's probationary contract at the end of the contract period. The recommended revision to this exhibit adds a form for district staff to document how the notice of termination was delivered to the employee, in accordance with legal provisions requiring an attempt at hand delivery.

DPB (LOCAL) PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

This local policy is recommended for deletion from the district's policy manual as it no longer matches the practices of many districts. The district HR staff is usually responsible for accepting applications from substitutes and handling the other administrative details of employment, such as ensuring that the district has the correct documents on file. In addition, many districts use an electronic system to track and call substitutes for assignments. Pay for substitutes should be addressed along with pay for other employees in the compensation plans adopted by the board, as described in DEA(LOCAL), which is not included in this update.

E (LEGAL) INSTRUCTION

We have changed the title of EKBA to English Language Learners/LEP Students to reflect new terminology from state rules.

See the explanatory note for EKBA below for further information.

EHBE (LEGAL) SPECIAL PROGRAMS
BILINGUAL EDUCATION/ESL

Amendments effective March 14, 2013, moved Administrative Code rules addressing LEP STUDENTS AND STATE ASSESSMENTS, reflected on page 10, from Subchapter A to Subchapter AA in 19 TAC Chapter 101.

EHBI (LEGAL) SPECIAL PROGRAMS
ADULT AND COMMUNITY EDUCATION

An amendment to the Administrative Code effective February 28, 2013, explains that a district shall not charge TUITION AND FEES for adult education unless statutorily authorized to do so. See page 2.

PERSONNEL POSITIONS:
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

SUBSTITUTE TEACHERS	At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.
APPLICATION	Persons wishing to substitute teach in the District shall make application through usual channels. [See DC]
DOCUMENTATION	Approved substitutes shall have on file in the District: <ol style="list-style-type: none">1. The District's application form;2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and3. An income tax withholding form.
QUALIFICATIONS	The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma or GED.
SELECTION	Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.
PAY	The rates for substitute pay shall be set by the Board and recorded in Board minutes.
PERFORMANCE RESPONSIBILITIES	A substitute shall be subject to all duties of a regular classroom teacher.