

LEGGETT ISD

Pirates!



Substitute HANDBOOK
2023-2024

Message from the Principal:

Dear Substitute,

Thank you in advance for serving our students and staff at Leggett ISD as a substitute! Substitutes play an essential role in the operations of Leggett ISD by ensuring continuity of instruction, programs, and services in the absence of a regular staff member. We understand the substitute work experience is different from that of a typical staff member and greatly appreciate your flexibility and dedication to our district. It is our hope that you enjoy serving in the integral role in our classrooms and offices. Your commitment and effort to providing an excellent experience to all who come in contact with you is greatly valued.

Please contact Leggett ISD at mcarpenter@leggettisd.net or 936-398-2412 ext. 2301 if we may be of assistance.

Sincerely,

Amanda Lawson

Amanda Lawson
Leggett ISD - Principal
alawson@leggettisd.net
936-398-2412 ext. 2307

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Substitute Handbook Receipt

Name _____

Date _____

I hereby acknowledge receipt of a copy of the Leggett ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Substitutes have the option of receiving the handbook in electronic format or hard copy. The electronic version can be found on the website.

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the substitute handbook in electronic format and accept responsibility for accessing it according to the instructions provided above via the website.
- ☐ I choose to receive a hard copy of the substitute handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to Human Resources – Administration Office.

District Information

Description of the District

Leggett ISD is encompassing two schools that serve 220 students in grades Pre-Kindergarten through Twelfth Grade. The Elementary School serves our Pre-Kindergarten through Sixth grade students. The High School serves Seventh through Twelfth grade students. Leggett ISD boasts a low student to teacher ratio, 1:1 computer to student ratio, and employs certified teachers in most core curriculum positions.

District Map

Please click the link to access our District map: www.leggettisd.net or refer to Appendix A in the back of this publication

District Administration

Jana Lowe	Superintendent	936-398-2804 ext. 2305
Amanda Lawson	Principal	936-398-2412 ext. 2307
Magen Carpenter	Secretary/Substitute Manager	936-398-2412 ext. 2301
Misty Wideman	Business Manager/Human Resources	936-398-2804 ext. 2306

School Directory

Please refer to the district website for a complete and up to date list at: www.leggettisd.net

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Leggett ISD does not discriminate against any substitute or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against a substitute or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquires about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for the substitutes to address concerns or inquiries regarding discrimination based on sex, including harassment: Jana Lowe, Superintendent, PO Box 68, Leggett, TX 77350, jlowe@leggettisd.net, 936-398-2804. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 Coordinator for substitutes for concerns regarding discrimination on the basis of a disability: Jana Lowe, Superintendent, PO Box 68, Leggett, TX 77350, jlowe@leggettisd.net, 936-398-2804.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Employment After Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.texas.gov).

Searches and Alcohol and Drug Testing

Policy DHE

Noninvestigatory searches in the workplace including accessing an substitute's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an substitute is unavailable. Therefore, substitutes are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the substitute, the substitute's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

Substitutes Required to Have a Commercial Driver's License. Any substitute whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other substitutes who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an substitute returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an substitute who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All substitutes required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Substitutes with questions or concerns relating to alcohol and drug policies and related educational material should contact Human Resources

At Will Employment

When a substitute is on Leggett ISD's sub list, we will use substitutes who fit what we need in the classrooms. Substitutes are an at will employees. It may be in the best interest of the district to not a call you back to our campuses if we see your services are no longer needed.

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Leggett ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE), in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Superintendent, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the Director of Special Education, or the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Professional and Paraprofessional Substitute Dress Code

Substitute Dress Code-Leggett ISD

The dress and grooming of district substitutes shall be clean, neat, and professional and in a manner appropriate for their assignments. Staff dress affects student learning and the school climate. Therefore, personal preference of clothing should not interfere with the education process. Clothing worn by staff should exceed the expectations set for the student dress code.

In order to present ourselves as professionals, the following dress code will be encouraged at every level:

1. During the school year, substitutes are expected to **dress professionally**. Appropriate jeans will be permitted as long as they **do not have holes or shreds**.
2. Teachers are expected to wear long slacks or acceptable pants with either a dress or sport shirt.
3. The male substitute's hair should be off the shoulder and neatly groomed. Beards, mustaches, and goatees are to be neatly groomed. All male substitutes are expected to meet this standard.
4. Female substitute's hair is to be neatly groomed.
5. Female substitutes are expected to wear dresses, slacks, Capri pants (mid-calf). Jeans are acceptable as long as they **do not have holes or shreds**. Skorts/shorts and tights are not permissible.
6. **Leggings or tights cannot be worn in place of pants. Please do not wear skirts, dresses, slacks, or pants that are tight fitting.**
7. Open-toe sandals may be worn, but beach flip-flops are not permitted.
8. Distracting tattoos may be asked to be covered at the discretion of the administration.
9. All substitutes need to be cognizant of their close relationship with our students, the public, and with each other.
10. Please take special care of personal hygiene and avoid wearing any item that might be offensive to someone that you are in contact with during the school day (no offensive shirts or jackets).

As a best practice, all substitutes should wear outfits in which she can walk, bend down, stoop over, and write on the board with ease and with zero risk of indecent exposure. The substitutes of LISD dress extremely well during the school year. Occasionally, someone will appear with less than desirable clothing. When this occurs, the Principal/Supervisor of each campus/department in question will conference with the individual about their attire and the substitute will be asked to go home and change. Additional discussions regarding staff attire will result in additional penalties.

Compensation and Benefits

Salaries, Wages, and Stipends

Substitutes should contact Human Resources for more information about the district's pay schedules or their own pay. *Refer to Appendix A for the pay scale.*

Paychecks and Electronic Payroll Deposit

All professional, salaried and hourly substitutes are paid monthly. Hourly substitutes are paid monthly. Paychecks will not be released to any person other than the district substitute named on the check without the substitute's written authorization.

The schedule of pay dates are the 15th of each month.

If the 15th of the month falls on a Saturday or Sunday, the paycheck will be deposited on the Friday before.

Automatic Payroll Deposit

Substitutes can have their paychecks electronically deposited into a designated account. A notification period of one month is necessary to activate this service. Contact the Business Office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security substitute contributions
- Federal income tax required for all full-time substitutes
- Medicare tax (applicable only to substitutes hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Bad Weather & Closing Information

Weather Closing

The district may close schools because of severe weather, epidemics or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site, by text with Remind and notify the following radio and television stations:

RADIO STATIONS:

KYKS 105.1 FM

TELEVISION:

KPRC Channel 2 Houston

KTRE Channel 9 Lufkin

Text Alerts (Remind)

Sign up for Emergency text!

(Don't forget to resign up if you change your cell number!)

To get School Alerts text: [@leggettp](#) to **81010**

Substitute Duties and Responsibilities

Expectations

Substitutes are expected to be actively engaged and attentive during their assignment. The substitute is expected to perform the duties, both curricular and extra-curricular, of the teacher or classroom in which they are substituting. Personal items (books, newspapers, cell phones, and other devices) must be turned on silent and stowed away while teaching. The substitute will preserve the regular routine and follow the lesson plans left by the absent staff member, unless otherwise instructed by the administrator. Substitutes must let the secretary know when they leave during their conference/break. Students must have full time supervision. **Substitutes must never leave students unattended.**

Assignment Cancellation

If a substitute must cancel an assignment, they must notify the school's secretary as soon as they are aware not later than the day before the assignment. In order to adequately alert the campus, call or text the secretary via cell phone.

Assignment Responsibilities

Due to the needs of a campus, a substitute may be asked to work a different assignment than the one that he/she was originally assigned. Substitutes should be flexible and consider the needs of the campus before declining an assignment.

Substitutes must fulfill all duties that are assigned to the regular staff member. This may include morning duty, lunch duty, afternoon duty, tutoring, giving breaks to teachers, etc.

A short summary of the day's activities must be prepared and left for the regular staff member. A substitute in a long-term assignment, may be asked to assume the role and responsibilities of the regular teacher. The duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

Conference/Planning Period

Typically, substitutes will follow the daily schedule of the regular staff member, which may include a conference period. Conference periods are not guaranteed to a substitute and are not free time. Substitutes

are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period.

Collection of Monies

Substitutes will not accept any monies from students. If a student has money that must be collected, call the secretary and we will direct the student to the principal's office.

Cell phones, tablets, and other electronic devices

All electronic devices will be on silence or turned off during instructional time. If a student needs to contact a parent, they will need to come to the principal's office to make the call.

Arrival Procedures

- Sign in and check with the secretary
- Secretary will unlock the door for you
- Look over schedule, lessons, and attendance role sheet
- Ask the secretary if you have any questions

Classroom Instruction

- Substitutes are responsible for students, equipment, and materials assigned to his/her supervision.
- Substitutes shall make every effort to carry on the regular work of the staff member and complete the lessons as planned.
- Substitutes will not enter any grades unless directed otherwise by the campus
- **Substitutes should refrain from physical contact with students in any situation.** Teachers of special needs students who need physical assistance will leave written instructions designated in the lesson plans.
- In addition to the above information, substitutes will comply with all Leggett ISD Board Policies; instruction given by the superintendent/principal, and any and all information contained in the campus handbooks.

Classroom Management

- Students respond to clear and consistent school rules and consequences (posted in rooms).
- Make every effort to get to know the students as quickly as possible.
- Model the behavior you want to see in the students.
- Compliment students who are on task.
- Speak kindly and politely when addressing the students.
- Be physically present in the classroom. Do not leave students unattended.

- Use proximity to your advantage. Stand next to disruptive students. They will often correct themselves.
- Maintain professional, student-teacher relationships at all times. Students should not address substitutes by their first names.

Disciplinary Procedures

- Substitutes will never administer corporal punishment to any student. This includes physical contact with a student to correct behavior (pinch, tap, grab, pull, jerk, etc.).
- Substitutes are expected to maintain a level of discipline in the room which is conducive to a positive learning environment. Substitutes must follow classroom, campus, and district disciplinary guidelines.
- Substitutes may fill out a discipline form for a student and turn in to the office.
- Consequences for a discipline issue will be determined by the campus principal. If a student is to be removed from the classroom, the substitute must call the secretary to get a hold of administration.

Daily Procedures

Beginning of the Day

- Sign in with the secretary at the high school office.
- Arrive on time to get prepared for class.
- Review lesson plans and ask questions if needed.
- Greet students as they come in the room.
- Ask a student who arrives early to assist you if necessary.
- Introduce yourself.
- Check attendance
- Begin the lesson as quickly as possible.

Mid-Day

- Actively monitor the students while they work. Let them know they are expected to finish and turn in work before the bell rings. For filler lessons or extra work, ask a neighboring teacher.
- Help student understand the work if possible.
- Praise students who are on-task. Praise should be private, specific, authentic, and immediate
- Use free time to check some student work, straighten the room, or assist teachers.

End of the Day

- Leave a summary of the day for the teacher. Include work completed/uncompleted, discipline issues, etc.
- Be sure the classroom is left in the same condition as it was when you arrived.
- Check in with the secretary for additional duties if you complete your original assignment early.
Substitutes may not dismiss themselves.
- Sign out with the secretary when assignment is complete.
- Failure to sign out may result in no compensation.

APPENDIX A

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Please see DHB (Legal), FFH (Local), FFH (Regulation) Policy on Line at www.leggettisd.net
Substitutes are required to follow the procedures described above in *Reporting Suspected Child Abuse to Administration*.

Personal Use of Electronic Communications

Policy DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, substitutes are responsible for their public conduct even when they are not acting as district substitutes. Substitutes will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If a substitute's use of electronic communications interferes with the substitute's ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including termination of employment. If a substitute wishes to use a social network site or similar media for personal purposes, the substitute is responsible for the content on the substitute's page, including content added by the substitute, the substitute's friends, or members of the public who can access the substitute's page, and for Web links on the substitute's page. The substitute is also responsible for maintaining privacy settings appropriate to the content.

A substitute who uses electronic media for personal purposes shall observe the following:

- The substitute may not set up or update the substitute's personal social network page(s) using the district's computers, network, or equipment.
- The substitute shall limit use of personal electronic communication devices to send and receive calls, text messages, pictures, and videos to breaks, mealtimes, before or after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct district business.
- The substitute shall not use the district's logo or other copyrighted material of the district without express, written consent.
- A substitute may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the substitute first obtains written approval from the substitute's immediate supervisor. Substitutes should be cognizant that

- they have access to information and images that, if transmitted to the public, could violate privacy concerns,
- The substitute continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the substitute is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Communications with Students*, below, for regulations on substitute communication with students through electronic media.

Criminal History Background Checks

Policy DBAA

Substitutes may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain substitutes and entered to the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to a substitute's current national criminal history and updates to the substitute's subsequent criminal history.

Substitute Arrests and Convictions

Policy DH

A substitute must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the Texas Family Code.

If a substitute is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Alcohol and Drug-Abuse Prevention

Policies DH

Leggett ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Substitutes who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding substitute drug use follows:

Please see Policy DH on Line at www.leggettisd.net

Tobacco Use

Policies DH, FNCD GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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.

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its staff, substitutes, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies for additional information.

To prevent or minimize injuries to substitutes, coworkers, and students and to protect and conserve district equipment, substitutes must comply with the following requirements:

- Observe all safety rules.
- Always keep work areas clean and orderly.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, substitutes are required to abide by all state and local traffic laws. Substitutes driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Substitutes will exercise care and sound judgement on whether to use hands-free technology while the vehicle is in motion.

Keep doors locked at all times. Substitutes with questions or concerns relating to safety programs and issues can contact the Principal or the Superintendent.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Teachers, substitutes, visitors, and students, including those with a license to carry a 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. A person, including an substitute, who holds a license to carry a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, substitutes who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Principal or Superintendent immediately. Follow Emergency Management Plan.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to

their destination. Substitutes who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge. Personal visitations should be kept to a minimum to eliminate class disruptions.

Name and Address Changes

It is important that employment records be kept up to date. Substitutes must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, or emergency contact. The form to process a change in personal information can be obtained from Human Resources.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an substitute's personal email address is confidential and may not be released without the employee's permission.

Substitutes may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources. New or terminating substitutes have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies.